



## Basic Firefighter Academy

**FIRE/EMS DIRECTOR:** Bobby Valles, EFO, BAAS, AAS, LP

**EMAIL:** [bvalles@odessa.edu](mailto:bvalles@odessa.edu)

**PHONE:** (432) 335-6840

**FIRE ACADEMY INSTRUCTOR:** Quentin Dobmeier, AAS, LP

**EMAIL:** [qdobmeier@odessa.edu](mailto:qdobmeier@odessa.edu)

**PHONE:** (432) 335-6359

**PREREQUISITE:** As determined by Department Director.

\*Students are responsible to reviewing the course syllabus weekly for updates and changes

### **Vision**

Provide a state-of-the-art firefighter training experience for the local and global community

### **Mission**

Provide an innovative, user-friendly, and comprehensive educational experience to prepare beginning professionals for a career in the fire service

### **Odessa College Fire Academy Program Expectations**

Students will:

- Display effective interpersonal communication and teamwork with fellow students, instructors, and guests
- Develop and maintain a physical fitness level appropriate for the activities of the program
- Be properly dressed and prepared to participate in all learning activities
- Use effective time management and complete all assignments on time
- Carry and conduct themselves with respect, discipline, and integrity
- Pass all assignments, tests and skills with a minimum grade of 80%
- Return missed calls, read email daily and reply promptly
- Be self-motivated and engage in the learning process
- Maintain a safe and positive attitude at all times
- Follow all instructions at all times
- Attend all skill sessions
- Be prompt and on time

Instructors will:

- Maintain a safe and positive attitude, show enthusiasm, and provide an encouraging learning environment
- Display effective interpersonal communication and teamwork with fellow instructors, students, and guests
- Use effective time management, provide well planned supervision, and relevant quality instruction
- Be the role model by conducting themselves with respect, discipline and integrity
- Provide a visionary leadership for students and coworkers
- Be accessible and return missed calls and email promptly
- Be prompt and on time
- Be fair and unbiased

**CREDIT HOURS: 24 BASED ON SUCCESSFUL COMPLETION OF COURSES**

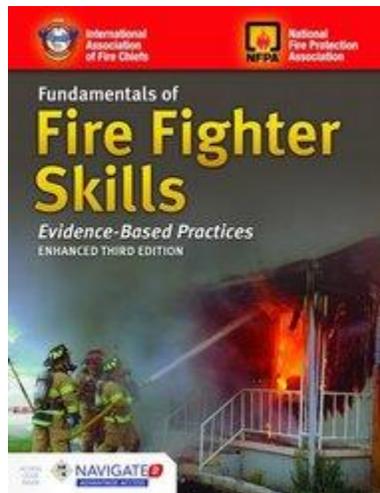
<b>FIRS</b>	<b>1301</b>	<b>Firefighter Certification I</b>	<b>3</b>
<b>FIRS</b>	<b>1407</b>	<b>Firefighter Certification II</b>	<b>4</b>
<b>FIRS</b>	<b>1313</b>	<b>Firefighter Certification III</b>	<b>3</b>
<b>FIRS</b>	<b>1319</b>	<b>Firefighter Certification IV</b>	<b>3</b>
<b>FIRS</b>	<b>1323</b>	<b>Firefighter Certification V</b>	<b>3</b>
<b>FIRS</b>	<b>1329</b>	<b>Firefighter Certification VI</b>	<b>3</b>
<b>FIRS</b>	<b>1433</b>	<b>Firefighter Certification VII</b>	<b>4</b>
<b>FIRS</b>	<b>1166</b>	<b>Firefighting Practicum</b>	<b><u>1</u></b>
			<b>Total 24</b>

NOTE: Upon successful completion of all eight (8) courses with a minimum grade of "C" in each course, the student will receive a course completion certificate issued by the TCFP approved Fire Academy Coordinator which is required for eligibility to test for certification with the Texas Commission on Fire Protection.

**COURSE TEXTBOOK REQUIRED:**

*Fundamentals of Fire Fighter Skills Evidence-Based Practices Premier Package, Enhanced Third Edition includes Navigate 2 Access*

International Association of Fire Chiefs, National Fire Protection Association



The National Fire Protection Association (NFPA) and the International Association of Fire Chiefs (IAFC) are pleased to bring you Fundamentals of Fire Fighter Skills: Evidence- Based Practices, Enhanced Third Edition. With superior teaching and learning tools, the first, second, and third editions of Fundamentals of Fire Fighter Skills set a new benchmark in fire fighter training. The Enhanced Third Edition presents the same exceptional content with the inclusion of the latest research-based data coming out of Underwriters Laboratories (UL) and the National Institute of Standards and Technology (NIST), addressing the areas of fire suppression, ventilation, fire attack and foam, search and rescue, and fire behavior.

## User-Friendly Content

Along with the inclusion of the latest evidence-based practices and data, the Enhanced Third Edition covers the entire spectrum of the 2013 Edition of NFPA 1001: Standard for Fire Fighter Professional Qualifications, as well as the requirements for Operations level responders in the 2013 Edition of NFPA 472: Standard for Competence of Responders to Hazardous materials/ Weapons of Mass Destruction Incidents. From fire suppression to hazardous materials to emergency medical care, this one volume covers all of Fire Fighter I and Fire Fighter II training.

## Enhanced Third Edition

As a result of changes in modern building construction and furnishing materials, today's fires release energy faster, reach flashover potential sooner, may reach higher temperatures, and are much more likely to become ventilation-limited than building fires of even a few years ago. To address these critical evolutions, the Enhanced Third Edition offers completely revised chapters on the following topics:

- Fire Suppression
- Ventilation
- Fire Attack and Foam
- Search and Rescue
- Fire Behavior

New graphs and illustrations are added to highlight key points of the research findings. In addition, the Enhanced Third Edition continues to offer exceptional teaching and learning benefits:

Quickly identify Fire Fighter II content and skill drills through visual roadmaps.

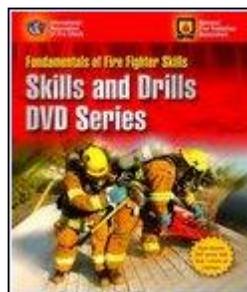
Rapidly access content through clear and concise Knowledge and Skill Objectives with page references.

Encourage critical thinking skills. Fire Fighter I and Fire Fighter II case studies offer students a genuine context for applying the knowledge presented in the chapter.

### **FIRE FIGHTER SKILLS AND DRILLS DVD SERIES (Provided on TechSmith)**

*Fundamentals of Fire Fighter Skills: Skills and Drills DVD Series*

International Association of Fire Chiefs, National Fire Protection Association

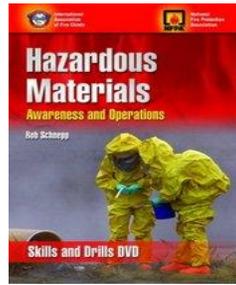


This 8-set DVD series walks you through the skills that you must successfully complete for the Fire Fighter I & II levels. Capturing real-life scenes, this DVD series will teach students and experienced fire fighters alike how to successfully perform each skill and offers helpful information, tips, and pointers designed to facilitate progression through practical examinations or actual emergencies. Each DVD in the series covers a unique subject area where skills are clearly broken down, demonstrated, and applied in a variety of drills.

## HAZMAT SKILLS AND DRILLS DVD (Provided on TechSmith)

*Hazardous Materials Awareness and Operations: Skills and Drills DVD*

International Association of Fire Chiefs, National Fire Protection Association

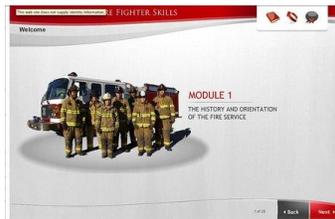


Hazardous Materials Awareness and Operations: Skills and Drills DVD walks students and experienced fire fighters alike through the most important hazardous materials skills responders need to know. Capturing more than 50 real-life scenes, this DVD will teach students how to successfully perform each skill and offers helpful information, tips, and pointers designed to facilitate progression through practical examinations. This exciting DVD gives students the chance to witness responders in action and in "real" time.

## ONLINE COURSE REQUIRED (Provided in Premier Package)

*Fundamentals of Fire Fighter Skills Interactive*

International Association of Fire Chiefs, National Fire Protection Association



**Fundamentals of Fire Fighter Skills Interactive** is a series of cutting-edge online lectures designed to reinforce the knowledge students learned in the classroom and help them pinpoint any areas of weakness. This interactive resource engages today's students with an exciting and captivating learning experience that is unattainable through traditional printed workbooks or study guides.

Based on the Fundamentals of Fire Fighter Skills textbook, **Fundamentals of Fire Fighter Skills Interactive** helps to develop the competencies needed to keep students safe on the job and covers the full scope of the 2013 edition of NFPA 1001, Standard for Fire Fighter Professional Qualifications. Features and benefits of these online lectures include:

- In-depth reporting and documentation features to enable instructors to track students' progress and achievements
- A tracking tool that holds students accountable for out-of-the classroom learning. Students are unable to "fast-forward" through the online lecture slides.
- Both text and audio narration are offered in order to address students' diverse learning styles. The text and audio narration can be enabled or disabled at any time.
- Anytime, anywhere access that provides total flexibility for certification or refresher training
- A simple, user-friendly interface to ensure that students do not waste time learning how to navigate through the lecture

- A safe and self-paced training environment that allows students to learn at their own convenience and pace
- Affordable pricing for even the most budget-conscious training sites

### **COURSE OVERVIEW:**

Welcome to the Odessa College Basic Firefighter Academy that combines cutting-edge online course work and traditional hands-on skills days. During this 17-week academy, future firefighters will engage in an online highly academic structured program from Monday-Friday with 15 days of hands-on skills training as well as attend mandatory Saturday's of hands-on skills training that meets the requirements of NFPA FFI and FFII, and HazMat Awareness and Operations. Students can expect to work on-line 16-20 hours a week at their leisure on Monday-Friday, as well as report for a 8 hour hands-on training session on Saturday. Training content used for this program is approved by the TCFP and NFPA. Upon successful completion of all eight (8) courses with a grade of "C" or better in each course, the student will be eligible to test for certification with the Texas Commission on Fire Protection.

The Basic Fire Fighter Academy course:

1. Runs for seventeen **(17) Weeks**
2. Each week includes various chapters of **self-paced** reading, online review material, weekly assignments, and weekly online exams.
3. Course also includes fifteen **(15) full Saturdays of hands-on** practice and training sessions at the Odessa College Fire Technology Training Center.
4. All waivers and other requirements must be met **before** the course begins.
5. Students will have **access** to Fire Academy Online instructor via E-mail and telephone to answer questions and provide ongoing mentoring during the course.
6. The **required textbook** for this course is *Fundamentals of Firefighter Skills Premier Package, Enhanced 3<sup>rd</sup> Ed.*, available through our bookstore.
7. The **required** online course is *Fundamentals of Fire Fighter Skills Interactive* students will receive an access code in your textbook.
8. Students are required to complete the *Firefighter Skills Student Workbook* to help learn the material independently.
9. ***Fundamentals of Firefighter Skills Premier Package Enhanced 3<sup>rd</sup> Ed* should be purchased immediately** upon registration to ensure adequate time to complete all course assignments.

Basic Course Layout: (see Course Calendar for specific dates and times)

- 17 Weeks of online assignments and tests (Monday-Friday)
- 15 Saturdays for Skills Session and Weekly tests (8am-5pm)
- 3 Major Tests (Mid-Term, Final, and Comprehensive Final)
- TCFP State Skills and Written Test

## CALENDAR

**(Please review the Course Calendar for specific course time, dates, and deadlines)**

Week 1-Cert I	Chapters 1, 2, & 3 (Mon-Fri)	Skills & Test on Saturday
Week 2-Cert I	Chapters 4 & 5 (Mon-Fri)	Skills & Test on Saturday
Week 3-Cert II	Chapters 6 & 7 (Mon-Fri)	Skills & Test on Saturday
Week 4-Cert II	Chapters 8, 9, & 10 (Mon-Fri)	Skills & Test on Saturday
Week 5-Cert III	Chapters 11 & 12 (Mon-Fri)	Skills & Test on Saturday
Week 6-Cert III	Chapters 13, 14, & 15 (Mon-Fri)	Skills & Test on Saturday
Week 7-Cert IV	Chapters 16, & 17 (Mon-Fri)	Skills & Test on Saturday
Week 8-Cert IV	Chapters 18, 19, & 20 (Mon-Fri)	Skills & Mid Term Test on Saturday
<b>Week 8</b>	<b>Mid-Term Test Chapters 1-20</b>	<b>Test on campus</b>
Week 9-Cert V	Chapters 21, 22 & 23 (Mon-Fri)	Skills & Test on Saturday (Live Fire)
Week 10-Cert V	Chapters 26 & 27 (Mon-Fri)	Skills & Test on Saturday (Live Fire)
Week 11-Cert VI	Chapters 28, 29, & 30 (Mon-Fri)	Skills & Test on Saturday (Live Fire)
Week 12-Cert VI	Chapters 31, 32, & 33 (Mon-Fri)	Skills & Test on Saturday (Live Fire)
Week 13-Cert VII	Chapters 34, 35 & 36 (Mon-Fri)	Skills & Test on Saturday
Week 14-Cert VII	Chapters 37 & 38 (Mon-Fri)	Skills & End Term Test on Saturday
<b>Week 14</b>	<b>End-Term Test Chapters 21-38</b>	<b>Test on campus</b>
Week 15- Practicum	Final Comprehensive Test Review	Evolution practice and Interviews
<b>Week 16</b>	<b>Final Comprehensive Test Chapters 1-38</b>	<b>Wednesday in the classroom at 8am</b>
<b>Week 16</b>	<b>State Written Test Review</b>	<b>Thursday in the classroom from 8am-12pm</b>
<b>Week 16</b>	<b>*State Written Test</b>	<b>Thursday in the classroom from 1pm-5pm</b>
*****	<b>*Arrive early with picture ID</b>	

## Odessa College Online Basic Firefighter Academy

**OBJECTIVES:** Upon successful completion of all eight (8) courses with a minimum grade of “C” in each course, the student will receive a course completion certificate issued by the TCFP approved Fire Academy Coordinator which is required for eligibility to test for certification with the Texas Commission on Fire Protection.

### **FIRS 1301 Firefighter Certification I (3-0) 3 hours**

**Course Description:** One in a series of courses in basic preparation for a new firefighter. Should be taken in conjunction with Firefighter Certification II, III, IV, V, VI, and VII to satisfy the Texas Commission on Fire Protection (TCFP) curriculum for Basic Structural Fire Suppression, Course #100. \*\*\*THIS COURSE MAY BE OFFERED ONLY BY INSTITUTIONS CERTIFIED TRAINING FACILITY BY THE TEXAS COMMISSION ON FIRE PROTECTION (TCFP) \*\*\* (ICO 1) Prerequisite: Consent of department director.

**End-of-Course Outcomes:** Demonstrate competencies, for subjects taught, set forth in the TCFP curriculum for Basic Fire Suppression.

**Prerequisite:** Consent of Department Director and/or Coordinator

**Textbook:** Fundamentals of Fire Fighter Skills premier package, Enhanced 3<sup>rd</sup> Edition

**Supplies:** NFPA and TCFP approved PPE

### **FIRS 1407 Firefighter Certification II (3-2) 4 hours**

**Course Description:** One in a series of courses in basic preparation for a new firefighter. Should be taken in conjunction with Firefighter Certification I, III, IV, V, VI, and VII to satisfy the Texas Commission on Fire Protection (TCFP) curriculum for Basic Structural Fire Suppression, Course #100. \*\*\*THIS COURSE MAY BE OFFERED ONLY BY INSTITUTIONS CERTIFIED AS A TRAINING FACILITY BY THE TEXAS COMMISSION ON FIRE PROTECTION\*\*\* (ICO 1) Prerequisite: Successful completion of FIRS 1301.

**End-of-Course Outcomes:** Demonstrate competencies, for subjects taught, set forth in the TCFP curriculum for Basic Fire Suppression.

**Prerequisite:** Successful completion of FIRS 1301

**Textbook:** Fundamentals of Fire Fighter Skills premier package, Enhanced 3<sup>rd</sup> Edition

**Supplies:** NFPA and TCFP approved PPE

**FIRS 1313 Firefighter Certification III (3-0) 3 hours**

**Course Description:** One in a series of courses in basic preparation for a new firefighter. Should be taken in conjunction with Firefighter Certification I, II, IV, V, VI, and VII to satisfy the Texas Commission on Fire Protection (TCFP) curriculum for Basic Structural Fire Suppression, Course #100. \*\*\*THIS COURSE MAY BE OFFERED ONLY BY INSTITUTIONS CERTIFIED AS A TRAINING FACILITY BY THE TEXAS COMMISSION ON FIRE PROTECTION\*\*\* (ICO 1) Prerequisite: Successful completion of FIRS 1407.

**End-of-Course Outcomes:** Demonstrate competencies, for subjects taught, set forth in the TCFP curriculum for Basic Fire Suppression.

**Prerequisite:** Successful completion of FIRS 1407

**Textbook:** Fundamentals of Fire Fighter Skills premier package, Enhanced 3<sup>rd</sup> Edition

**Supplies:** NFPA and TCFP approved PPE

**FIRS 1319 Firefighter Certification IV (3-0) 3 hours**

**Course Description:** One in a series of courses in basic preparation for a new firefighter. Should be taken in conjunction with Firefighter Certification I, II, III, V, VI, and VII to satisfy the Texas Commission on Fire Protection (TCFP) curriculum for Basic Structural Fire Suppression, Course #100. \*\*\*THIS COURSE MAY BE OFFERED ONLY BY INSTITUTIONS CERTIFIED AS A TRAINING FACILITY BY THE TEXAS COMMISSION ON FIRE PROTECTION\*\*\* (ICO 1) Prerequisite: Successful completion of FIRS 1313.

**End-of-Course Outcomes:** Demonstrate competencies, for subjects taught, set forth in the TCFP curriculum for Basic Fire Suppression.

**Prerequisite:** Successful completion of FIRS 1313

**Textbook:** Fundamentals of Fire Fighter Skills premier package, Enhanced 3<sup>rd</sup> Edition

**Supplies:** NFPA and TCFP approved PPE

**FIRS 1323 Firefighter Certification V (3-0) 3 hours**

**Course Description:** One in a series of courses in basic preparation for a new firefighter. Should be taken in conjunction with Firefighter Certification I, II, III, IV, VI, and VII to satisfy the Texas Commission on Fire Protection (TCFP) curriculum for Basic Structural Fire Suppression, Course #100. \*\*\*THIS COURSE MAY BE OFFERED ONLY BY INSTITUTIONS CERTIFIED AS A TRAINING FACILITY BY THE TEXAS COMMISSION ON FIRE PROTECTION\*\*\* (ICO 1) Prerequisite: Successful completion of FIRS 1319.

**End-of-Course Outcomes:** Demonstrate competencies, for subjects taught, set forth in the TCFP curriculum for Basic Fire Suppression.

**Prerequisite:** Successful completion of FIRS 1319

**Textbook:** Fundamentals of Fire Fighter Skills premier package, Enhanced 3<sup>rd</sup> Edition

**Supplies:** NFPA and TCFP approved PPE

**FIRS 1329 Firefighter Certification VI (3-0) 3 hours**

**Course Description:** One in a series of courses in basic preparation for a new firefighter. Should be taken in conjunction with Firefighter Certification I, II, III, IV, V, and VII to satisfy the Texas Commission on Fire Protection (TCFP) curriculum for Basic Structural Fire Suppression, Course #100. \*\*\*THIS COURSE MAY BE OFFERED ONLY BY INSTITUTIONS CERTIFIED AS A TRAINING FACILITY BY THE TEXAS COMMISSION ON FIRE PROTECTION\*\*\* (ICO 1) Prerequisite: Successful completion of FIRS 1323.

**End-of-Course Outcomes:** Demonstrate competencies, for subjects taught, set forth in the TCFP curriculum for Basic Fire Suppression.

**Prerequisite:** Successful completion of FIRS 1323

**Textbook:** Fundamentals of Fire Fighter Skills premier package, Enhanced 3<sup>rd</sup> Edition

**Supplies:** NFPA and TCFP approved PPE

**FIRS 1433 Firefighter Certification VII (3-2) 4 hours**

**Course Description:** One in a series of courses in basic preparation for a new firefighter. Should be taken in conjunction with Firefighter Certification I, II, III, IV, V, and VI to satisfy the Texas Commission on Fire Protection (TCFP) curriculum for Basic Structural Fire Suppression, Course #100. \*\*\*THIS COURSE MAY BE OFFERED ONLY BY INSTITUTIONS CERTIFIED AS A TRAINING FACILITY BY THE TEXAS COMMISSION ON FIRE PROTECTION\*\*\* (ICO 1) Prerequisite: Successful completion of FIRS 1329.

**End-of-Course Outcomes:** Demonstrate competencies, for subjects taught, set forth in the TCFP curriculum for Basic Fire Suppression.

**Prerequisite:** Successful completion of FIRS 1329

**Textbook:** Fundamentals of Fire Fighter Skills premier package, Enhanced 3<sup>rd</sup> Edition

**Supplies:** NFPA and TCFP approved PPE

**FIRS 1166 Firefighting Practicum (0-8) 1 hour**

**Course Description:** Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. (ICO 1)

**End-of-Course Outcomes:** As outlined in the learning plan, 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 business/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 business/industry.

**Prerequisite:** Consent of Department Director and/or Coordinator

**Core Requisite:** FIRS 1301, FIRS 1407, FIRS 1313, FIRS 1319, FIRS 1323, FIRS 1329, and FIRS 1433

**Textbook:** Fundamentals of Fire Fighter Skills premier package, Enhanced 3<sup>rd</sup> Edition

**Supplies:** NFPA and TCFP approved PPE

**The Basic Firefighter Academy consists of Firefighter I-VII and Firefighting Practicum that must be taken together.** Firefighter I-VII and Firefighting Practicum are online approved certification courses through the Texas Commission on Fire Protection. Upon successful completion of the online portion of training, a minimum of 15 hands-on skills sessions are required for the student to demonstrate competency of the new skills. Upon successful completion of all eight (8) courses with a minimum grade of "C" in each course, the student will receive a course completion certificate issued by the TCFP approved Fire Academy Coordinator which is required for eligibility to test for certification with the Texas Commission on Fire Protection. Prior to being permitted to participate in Live Fire Training Evolutions conducted on the skills ground, the student must meet the qualifications in NFPA 1001 Standard for Firefighter Professional Qualifications related to the following subjects.

1. Safety
2. Fire behavior
3. Portable extinguishers
4. Personal protective equipment to include SCBA
5. Ladders
6. Fire hose, appliances, and streams
7. Overhaul
8. Water supply
9. Ventilation
10. Forcible Entry
11. Building construction

These subjects are all covered in the Fire Academy in Firefighter Certifications I, II, III, and IV. If the student does not have an 80% (C) or higher average in each fire certification the student will not be allowed to participate in the live fire training conducted in the Fire Academy. If this is the case the student will not be eligible for a course completion certification, and will not be eligible for TCFP certifications.

The student must pass all course material and Firefighter Interactive with a minimum passing score of 80% in each section and a minimum passing score of 80% on weekly chapter test, Mid-Term, Final, and Final Comprehensive tests. Failure to successfully complete all course requirements listed above within one (1) attempt will result in the student being ineligible to take the state test at the end of the fire academy. A student who is deemed ineligible to take the state test during the semester has the option of remaining in the fire academy for a grade or informing registration about withdrawing from the fire academy. In addition, upon successful completion in each state test section, the student will also be eligible for receipt of IFSAC Seals in FFI, FFII, Hazmat Awareness and Hazmat Operations.

### **ATTENDANCE POLICY:**

An Odessa College hybrid program such as this one is completed mostly online with mandatory classroom attendance required. All assignments are submitted via **Blackboard** and **Firefighter Interactive** to the instructor. Although most of this course does have established meeting times in a structured classroom setting, there are assigned readings, exams, and hands-on skills that must be completed within 17 weeks of acceptance into this course. You must have a **reliable computer and Internet service** available prior to enrolling in a web course and it is **important** to that students read the course syllabus and contact the instructor either by phone or e-mail if there are any questions. Students are required to attend all mandatory Skills Sessions that are conducted on Saturday from 8:00am-5:00pm as indicated on the course calendar. Students who are not able to attend a skills session training day for any reason must notify the Fire Academy Coordinator via email and receive prior approval. Students who fail to contact the Fire Academy Coordinator will receive a zero as a skills grade and may not be eligible for the state test. Students who are excused for missing any skills

session training must make up the required training by making special arrangements with the Fire Academy Coordinator and/or other Fire Instructors on the following Monday-Friday. Students who miss more than 1 skills day or a specific skill listed below throughout the Fire Academy program are ineligible to take the state test at the end of the fire academy.

**NOTE:** Some specific skills (e.g. Live Fire, extrication, rappelling) are only provided once every semester and missing such special training events will require students to retake the training the next semester to complete the required training by TCFP for successful course completion.

### **Drop Policy:**

Each student is responsible for dropping this class if the work is not being done, as well as if the student fails to meet the testing standards of 80% or higher. The instructor will not do this for you and failure to drop this course before the deadline date will result in the grade earned being submitted to the Registrar's Office at the end of the 17 weeks.

### **Examinations:**

There will be several chapter pretests on **Blackboard** and **Firefighter Interactive**, including a Mid-Term Test (Ch. 1-20/100 questions), End Term Test (Ch. 21-38/100 questions), and Final Comprehensive Test (Ch. 1-38/150 questions). Each chapter pretest will consist of 50 multiple-choice questions and will have a 60-minute time limit. Each chapter pretest is available online and is due each Monday by 11:59pm. Failure to complete and submit pretest answers within the 60-minute time limit will result in points being deducted from the test score. If students fail to complete the test prior to deadline, students will receive a zero. Only 1 attempt will be allowed.

Weekly tests (50 questions) that cover 2-3 chapters will be conducted every Saturday morning in the classroom with a minimum passing score of 80%. Failure to complete and submit test answers within the 60-minute time limit will result in points being deducted from the test score. If students fail to make a 80% or higher, students will be counseled and provided a weekly work improvement plan. Only 1 attempt will be allowed. Students who foresee a problem completing assignments or taking tests should contact the instructor via email about making special arrangements for completion on campus prior to the course due dates. Failure to contact the instructor via email prior to exams and other course material will result in a grade of zero. If students encounter computer problems, you need to use the computers with Internet that are available to students on OC Campus, located on the 1st floor of the Student Success Center.

### **Assignments:**

**Blackboard.** Students will be required to complete all course assignments pertaining to each chapter on Monday-Friday. There are a total of 38 chapters so it is very important to not fall behind. Each chapter assignment is available as open enrollment that allows students to save completed work until finished during Monday-Friday while using their textbooks with a minimum passing score of 80%. Only 1 attempt will be allowed.

**Firefighter Interactive.** Firefighter Interactive chapter modules are narrated and interactive sections and subsections that must be completed 100% prior to taking the 10 multiple-choice question test with a minimum passing score of 80% on Monday-Friday. Chapter modules that are not 100% complete will not be accepted and the chapter test grade will also not be accepted until the module is

completed. If students fail to make a 80% or higher, students need to contact the instructor to reset the Firefighter Interactive test for a second attempt. Only 2 attempts will be allowed.

**Hazmat.** Students will be required to complete all course assignments pertaining to Hazmat. There are a total of 5 online handout assignments, 4 of which contain 75 questions each so it is very important to not fall behind. Each Hazmat assignment is available as open enrollment that allows students to save completed work until finished during Monday-Friday while using their textbooks and other resource materials with a minimum passing score of 80. Only 1 attempt will be allowed.

**Please note that completing the assignments alone will not ensure a passing grade on any test. It is important that students READ and STUDY each chapter thoroughly in order to do well on the tests.**

### Learning Example for Week 1 Course Material

1. Login to **Blackboard**
2. Go to **Course Assignments**
3. Click on Firefighter Certification I (notice there are 7 certification links provided)
4. Click on Week1 (notice there are several links provided)
5. On Monday of Week 1 a Pretest with 25 questions covering coursework for the entire week 1 will be opened for you to complete.
6. Click on Chapter 1 Assignment and answer the questions while reading you're textbook. Please click on **SAVE** after each answer which will allow you to return to the assignment for completion.
7. Click on **Firefighter Interactive** and login using your username and password (provided during orientation)
8. Click on Chapter 1 and view the entire presentation (100% completion required)
9. Take the Firefighter Interactive Chapter 1 Test (review material prior to taking 10 question test)
10. Follow this pattern for all chapters for Week 1
11. Take Week 1 Test over Ch. 1, 2, & 3 (50 question test Saturday morning for all chapters covered in Week 1)

### Learning Example for Week 1 Skills Session

1. Go to the skills folder located in the **Week 1** tab labeled **Week 1 Skills**
2. Click on **Week 1 Play List** link and watch the entire video for full point credit
3. Click on **Performance and Instructional Skills with names** link. From there find the skills week you are in and list those skills sheets. (review skills)
4. Click on **TCFP Basic Skills Manual** link to look up the skill sheet\_(review skills)
5. Attend **Skills Sessions** training every **Saturday from 8am-5pm**
6. Follow this pattern for all other weekly skills
7. Weekly skills grades will be calculated for each team member and the team as a whole. One purpose of skills training is to build a format of cooperation between fellow students. Listed below are the grading criteria for Saturday skills.
 

A. Attendance:	The score is based on a 0-25 point scale.
B. Skills Video:	The score is based on a 0-25 point scale.
C. Skill Sheets:	The score is based on a 0-25 point scale.
D. Physical Training:	The score is based on a 0-25 point scale.

Total Saturday Skills grade = 100 points

### **COMMUNICATIONS:**

Please make sure and activate your Odessa College email account at <http://www.odessa.edu/gmail/> right after you have enrolled in the course and paid your fees. The use of your OC email account will serve as our primary communication throughout the course. The skills session allows student interaction and helps students compare their views and comments with other students while learning from each other.

### **COMPUTERS:**

If students have any computer issues with Blackboard or student email access---you must first contact the Help Desk for assistance at 335-MORE (6673) or online at [http://www.odessa.edu/dept/ssc/helpdesk\\_form.htm](http://www.odessa.edu/dept/ssc/helpdesk_form.htm). If the Help Desk is unable to resolve your issues, please contact your instructor so that we may assist you with making accommodations at the LRC at Odessa College.

### **ACADEMIC DISHONESTY:**

**Cheating/Academic Dishonesty:** All work is to be your own. If unethical behavior is detected, *all parties involved* will be denied points for that class assignment or exam. The questioned material or situation and a report of the violation will be submitted to the department director for further action as deemed necessary by the department director.

Academic policies on Student Disciplinary Procedures and Complaint/Grievance Policy are found in the OC Student Handbook at <http://www.odessa.edu/dept/studenthandbook/handbook.pdf>

Scholastic dishonesty shall constitute a violation of these rules and regulations and is punishable as prescribed by Board policies. Scholastic dishonesty shall include, but not be limited to, cheating on a test, plagiarism, and collusion.

"**Cheating on a test**" shall include:

- Copying from another student's test paper.
- Using test materials not authorized by the person administering the test.
- Collaborating with or seeking aid from another student during a test without permission from the test administrator.
- Knowingly using, buying, selling, stealing, or soliciting, in whole or in part, the contents of an unadministered test.
- The unauthorized transporting or removal, in whole or in part, of the contents of the unadministered test.
- Substituting for another student, or permitting another student to substitute for one's self, to take a test.
- Bribing another person to obtain an unadministered test or information about an unadministered test.

"**Plagiarism**" shall be defined as the appropriating, buying, receiving as a gift, or obtaining by any means another's work and the unacknowledged submission or incorporation of it in one's own written work.

"**Collusion**" shall be defined as the unauthorized collaboration with another person in preparing written work for fulfillment of course requirements.

### Grading Policy:

The Basic Firefighter Academy is divided into 8 sections: Firefighter Certification I, II, III, IV, VI, VII and Firefighting Practicum. In order to successfully complete this course, the student must receive a minimum passing score of 80% on every assignment, chapter test, FireLearn test, HazMat assignment, and skills session; as well as receive a minimum passing score of 80% on every weekly test, Mid-Term, Final, and Final Comprehensive tests. Upon successful completion of all eight (8) courses with a minimum grade of "C" in each course, the student will receive a course completion certificate issued by the TCFP approved Fire Academy Coordinator which is required for eligibility to test for certification with the Texas Commission on Fire Protection. Although individual grades are updated weekly, the final grade for this course will be determined on percentages listed below:

- 5% Hazmat Assignments
- 5% Blackboard Chapter Tests
- 5% Handout Assignments
- 5% FireLearn Chapter Tests
- 15% Weekly Chapter Tests
- 15% Skills Sessions
- 15% Mid-Term Test
- 15% End-Term Test
- 20% Final Comprehensive Test

The Fire Academy program's grading scale for the FIRS courses at Odessa College for a grade of "C" is awarded for numeric grades set forth by the program. To be eligible for graduation and Course Completion Verification, the Fire Academy student must have completed each of the prescribed courses in the curriculum with a minimum grade of "C." Each of the non-FIRS courses required for the degree must also be passed with a minimum grade of "C." The candidate for graduation must score satisfactorily on the Fire Academy Program Exit exam, satisfactorily pass all TCFP required skills, satisfy all college financial obligations, complete a degree application in the Registrar's Office (if applying for an Associate in Applied Science Degree or Certificate of Completion) by the specified deadline, and return any borrowed school property.

Upon successful completion of all Level I-Basic Firefighter FIRS courses with a minimum grade of "C" in each course, the student will receive a Fire Technology department approved course completion certificate issued by the TCFP approved Program Director and Coordinator which is required for eligibility to test for certification with the Texas Commission on Fire Protection. Prior to being permitted to participate in Live Fire Training Evolutions conducted on the skills ground, the student must meet the qualifications in NFPA 1001 Standard for Firefighter Professional Qualifications related to the following subjects.

1. Safety
2. Fire behavior
3. Portable extinguishers
4. Personal protective equipment to include SCBA
5. Ladders
6. Fire hose, appliances, and streams
7. Overhaul
8. Water supply
9. Ventilation
10. Forcible Entry
11. Building construction

These subjects are all covered in the Fire Academy in Firefighter Certifications I, II, III, and IV. If the student does not have an 80% (C) or higher average in each fire certification the student will not be allowed to participate in the live fire training conducted in the Fire Academy. If this is the case the student will not be eligible for a course completion certification, and will not be eligible for TCFP certifications.

**Late policy:**

All course reading, assignments, test, and discussion board participation shall be completed by their due date. If the submission time later than the due date, the submission will be considered to be late. Submissions will be accepted up to 24 hours late with a 25% penalty and up to 48 hours late with a 50% penalty. Submissions that are more than 48 hours late will not be accepted, and a 0% will be entered for the submission.

Letter grades for each course.

Letter Grade	Percentage
A	90-100%
B	85-89%
C	80-84%
D	60-79%
F	0-59%

NOTE: Upon successful completion of all eight (8) courses with a minimum grade of "C" in each course, the student will receive a course completion certificate issued by the TCFP approved Fire Academy Coordinator which is required for eligibility to test for certification with the Texas Commission on Fire Protection.

## Uniform Standard SOG 700

### Overview:

This guideline is to establish a level of professionalism for the Emergency Services Technology Programs. The following standard will be followed by all instructors and students while representing emergency services technology and wearing an Odessa College uniform.

### Uniforms:

- Uniforms will consist of dark navy blue shorts, OC Fire Academy shirt, and solid black or white running shoes
- Uniform will be kept serviceable, clean and wrinkle free when worn
- Uniform shirts will be tucked in at all times
- Long sleeved dark navy blue under armor or long sleeve shirts may be worn in cold weather. Thermal or long john style clothing **will not** be allowed
- Solid colored navy blue or black winter coats and windbreakers will be allowed in inclement weather. Any coat or jacket associated with other agencies and/or business **will not** be allowed

### Jewelry:

- Jewelry will consist of one ring per hand, no visible piercings and one religious medallion or military dog tags may be worn around the neck and tucked inside the shirt

### Hair:

- Hair will be kept off the collar and neatly trimmed
- Hair that extends below the collar will be worn up (i.e. pony-tail or bun)
- Hair color and hair styles will not be extreme while wearing the uniform
- **No Facial hair will be permitted** that interferes with the requirement to don an SCBA during training and in an IDLH environment. Any mustache must be kept neat and trimmed **no longer than the corners of the mouth**

### Nails:

- Natural nails are to be kept less than a ¼ inch long by all students and instructors. Freshly applied nail polish may be applied to natural nails in a light color (no chipped nail polish)
- **Absolutely no artificial nails or nail tips allowed**

### Students:

- Students will be required to wear Fire Academy approved uniforms during class and all program sponsored events. HSFA class day is Friday and OLFA class day is Saturday.

### Instructors:

- Uniforms will consist of dark navy blue pants or shorts, OC Fire Academy shirt or polo shirt, and solid black or white running shoes or black flat soled boots
- Instructors will be required to meet the same standard while in the office, classroom setting, and all program sponsored events.
- Dress clothes may be worn during special events (i.e. awards banquet, graduation, OC special events, etc.)

**\*Interpretation of this standard is left up to the discretion of the Director as to what is appropriate.**

## REQUIREMENTS FOR COURSE COMPLETION/GRADUATION

The Fire Academy program's grading scale for the FIRS courses at Odessa College for a grade of "C" is awarded for numeric grades of 80-84. To be eligible for graduation and Course Completion Verification, the Fire Academy student must have completed each of the prescribed courses in the curriculum with a minimum grade of "C." Each of the non-FIRS courses required for the degree must also be passed with a minimum grade of "C." The candidate for graduation must score satisfactorily on the Fire Academy Program Exit exam, satisfactorily pass all TCFP required skills, satisfy all college financial obligations, complete a degree application in the Registrar's Office (if applying for an Associate in Applied Science Degree or Certificate of Completion) by the specified deadline, and return any borrowed school property.

Upon successful completion of all Level I-Basic Firefighter FIRS courses with a minimum grade of "C" in each course, the student will receive a Fire Technology department approved course completion certificate issued by the TCFP approved Program Director and Coordinator which is required for eligibility to test for certification with the Texas Commission on Fire Protection.

### Expectations for Engagement – Online Learning

To help make the web-based learning experience fulfilling and rewarding, the following Expectations for Engagement provide the parameters for reasonable engagement between students and instructors for the online learning environment. Students and instructors are welcome to exceed these requirements.

#### Expectations of Engagement for Instructors

1. As an instructor, I understand the importance of clear, timely communication with my students. In order to maintain sufficient communication, I will
  - provided my contact information at the beginning of the syllabus;
  - respond to all messages within 24 hours if received Monday through Thursday and within 48 hours if received Friday through Sunday; and,
  - notify students of any extended times that I will be unavailable and provide them with alternative contact information (for me or for my supervisor) in case of emergencies during the time I'm unavailable.
2. As an instructor, I understand that my students will work to the best of their abilities to fulfill the course requirements. In order to help them in this area, I will
  - provide clear information about grading policies and assignment requirements in the course syllabus, and
  - communicate any changes to assignments and/or to the course calendar to students as quickly as possible.
3. As an instructor, I understand that I need to provide regular, timely feedback to students about their performance in the course. To keep students informed about their progress, I will
  - post grades for discussion postings within one week of the discussion thread closing.
  - provide grades for major assignments within 2 weeks of the due date or at least 3 days before the next major assignment is due, whichever comes first.

## Expectations of Engagement for Students

1. As a student, I understand that I am responsible for keeping up with the course. To help with this, I will
  - line up alternative computer and internet access in case my primary computer crashes or my internet services is unavailable;
  - recognize that the college provides free wi-fi and computer labs during regular campus hours to help me with accessing my course; and,
  - understand that my instructor does not have to accept my technical issues as a legitimate reason for late or missing work if my equipment or service is unreliable.
2. As a student, I understand that it is my responsibility to communicate quickly with the instructor any issue or emergency that will impact my involvement with or performance in the class. This includes, but is not limited to
  - getting “kicked off” of the system during tests or quizzes;
  - having trouble submitting assignments; and
  - dealing with a traumatic personal event.
3. As a student, I understand that it is my responsibility to understand course material and requirements and to keep up with the course calendar. While my instructor is available for help and clarification, I will
  - seek out help from my instructor and/or from tutors;
  - ask questions if I don't understand; and,
  - access my course several times during the week to keep up with assignments and announcements.

# ODESSA COLLEGE FIRE ACADEMY STUDENT CONTRACT

\_\_\_\_\_ (print name) I have read and will abide by the policies, rules, and guidelines stated in the Course Syllabus for the Odessa College Fire Academy. I understand that the Fire Academy syllabi is supplemental to the policies of Odessa College, and that I must also adhere to all OC policies, procedures, and guidelines that may not be published in the course syllabus and OC student handbook listed on the OC website.

I am aware of the rigorous requirements needed for me to pass the Fire Academy courses I am enrolled in and of the Firefighter Practicum skills hours and physical requirements that I must complete. I am also aware that there are eight courses included in this Fire Academy and that I must maintain a "C" or above in every course to gain a course completion. I also attest that my instructor went through the OC Fire Academy expectations and course syllabus with me, and explained their content. I also understand that passing the Fire Academy courses does not guarantee that I will pass the Texas Commission on Fire Protection exam or be granted a State certification.

Upon successful completion of all Level I-Basic Firefighter FIRS courses with a minimum grade of "C" in each course, the student will receive a Fire Technology department approved course completion certificate issued by the TCFP approved Program Director and Coordinator which is required for eligibility to test for certification with the Texas Commission on Fire Protection.

\_\_\_\_\_  
Student / Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date

## FERPA RELEASE FORM

The Family Educational Rights and Privacy Act of 1974 (Buckley Amendment) prohibits access to, or release of, educational records or personally identifiable information contained in such records (other than directory information) without the written consent of the student.

<b>NAME OF STUDENT</b>			
<b>DATE OF BIRTH</b>		<b>SOCIAL SECURITY #</b>	

I, the undersigned, authorize **Odessa College or its designees** to release records and information relating to grades, course attendance, criminal background check, course performance, disciplinary proceedings, and schedules to representatives of the TCFP and other affiliates as needed for the purpose of verifying eligibility, competency, monitoring education progress, verifying course completion, and ultimately leading to licensure or certification. I understand that 1) I have the right not to consent to the release of my education records and 2) that this consent shall remain in effect until revoked by me, in writing, and delivered to the department director, but that any such revocation shall not affect disclosures previously made by the school prior to the receipt of any such written revocation.

<b>SIGNATURE OF STUDENT/DATE</b>	<b>SIGNATURE OF INSTRUCTOR/DATE</b>

This form shall be retained by the educational institute/agency and maintained in the file of the student.

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### **REFUSAL OF RELEASE**

I **REFUSE** to release the above documentation for review by representatives of the TCFP and other affiliates. I understand that such refusal may result in denial of approval to take the TCFP certification exam and denial of Firefighter certification in Texas.

<b>SIGNATURE OF STUDENT/DATE</b>	<b>SIGNATURE OF INSTRUCTOR/DATE</b>



Career, Technical, and Workforce Education Student Information Sheet

DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

LAST NAME: \_\_\_\_\_ FIRST NAME \_\_\_\_\_ MI \_\_\_\_\_

STUDENT ID # \_\_\_\_\_ MAJOR: \_\_\_\_\_ DOB: \_\_\_\_/\_\_\_\_/\_\_\_\_

DEGREE PLAN ON FILE? \_\_YES\_\_ NO (DATE FILED: \_\_\_\_/\_\_\_\_/\_\_\_\_)

NUMBER OF HOURS COMPLETED: \_\_\_\_\_

EXPECTED DATE OF GRADUATION: \_\_\_\_\_

CONTACT INFORMATION:

CURRENT ADDRESS

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

CELL PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

FACEBOOK/TWITTER: \_\_\_\_\_

BEST WAY TO CONTACT STUDENT: \_\_\_\_\_

STUDENT QUESTIONNAIRE:

Are you the first in your family to go to college? \_\_YES\_\_ NO

Are you receiving financial aid/scholarships? \_\_YES\_\_ NO

Do you have family responsibilities? \_\_YES\_\_ NO Will you work while going to school? \_\_YES\_\_ NO

If YES, where? \_\_\_\_\_ How many hours/week? \_\_\_\_\_

Why did you choose Odessa College? \_\_\_\_\_

Why are you interested in this program? \_\_\_\_\_

What are your career goals? What do you want to do when you are completed with your program (either certificate or degree)? \_\_\_\_\_

How do you learn best? How many hours do you expect to spend working on coursework outside of class? \_\_\_\_\_

What do you expect to get out of your courses at Odessa College? What do you expect from your instructors at Odessa College? \_\_\_\_\_

What do you want your OC instructors to know about you? \_\_\_\_\_

What do you like to do in your spare time? \_\_\_\_\_

What's really important to you? \_\_\_\_\_

What does "being successful" mean to you? \_\_\_\_\_

What 3 words best describe you? \_\_\_\_\_

**Odessa College**  
**Nursing and Allied Health Division**  
**Student Professional Incident Report**

It is a privilege to be accepted as a student into a Program in the Nursing and Allied Health Unit at Odessa College. The faculty teaching in these programs expect students to demonstrate professional and ethical behavior at all times that are over and above student expectations as outlined in the Odessa College Student Handbook. A student Counseling/Warning Form or Violation of Professional Standards is used to alert you and to document behaviors that may result in failing grade, corrective action assignment, probation or immediate dismissal from the Program. This is notice to the student to become familiar with expected ethical and professional behaviors of your future profession.

**Behaviors/Actions listed on this form address students who are currently enrolled in any Program in the Nursing and Allied Health Unit at Odessa College. Students are also held accountable to the standards, guidelines, and regulations set forth in the Odessa College Student Code of Conduct. If this report indicates the Student is in violation of the Student Code of Conduct warranting College disciplinary action, the matter will be referred to the Director of Student Life to assure that all student rights are protected.**

**Level I** offenses are actions that deviate from academic standards or are unprofessional practices or behaviors.

**Informal Resolution** (report by preceptor, clinical manager, or faculty of a Group I infraction) – An initial report will result in a coaching session with appropriate parties. The Director/Chair will determine whether the report can be resolved informally or whether such initial infraction may be deemed appropriate for immediate Group II consideration (i.e., Formal written warning).

**1<sup>st</sup> Level I Offense** – Coaching session with the student, faculty and the Director/Chair & Formal Written Warning

**2<sup>nd</sup> Level I Offense** – Corrective Action Assignment and/or Probation as determined by the Director or Chair

**3<sup>rd</sup> Level I Offense** – Failing grade for the course in which the 3<sup>rd</sup> offense occurred and **immediate and permanent dismissal\*** from all Nursing and Allied Health Programs.

**Level II** offenses are actions that are deemed a substantial deviation from acceptable academic standards and/or unprofessional practices or behaviors.

The offenses do not have to be the same infraction or in the same course or the same semester. The reports are cumulative over the time of attendance in a Program of the Nursing and Allied Health Unit with the following exceptions:

- If a student is permanently dismissed from any Nursing and Allied Health program, he or she will be unable to apply and begin study in any other Program in the Nursing and Allied Health Unit without approval from both the Associate Dean of Nursing and Allied Health and the Dean of Career, Technical, and Workforce Education.
- If a student has received up to two Level I Violations and voluntarily withdraws from their program of study, these violations will not cumulatively carry over into other Nursing and Allied Health Unit programs, though they may affect the application process into another program and should be reported.

Level II offenses include actions that are significant breaches of professional conduct. These include but are not limited to: a threat to the safety of clients, students, or staff, breaches of client confidentiality, and serious violations of laws governing the state of Texas.

A Level II offense may result in a failing grade and possible immediate, permanent dismissal from any program in the Nursing and Allied Health Unit.

Approved: 05-15-15

<b>SIGNATURE OF STUDENT/PARENT-DATE</b>	<b>SIGNATURE OF INSTRUCTOR/DATE</b>

# WELCOME OC FIRE ACADEMY CADET!

- WELCOME STUDENTS (DIRECTOR AND FACULTY)
- TAKE ROLL CALL (DIRECTOR AND FACULTY)
- MAKE COPIES OF INSURANCE CARDS (DIRECTOR AND FACULTY)
- ENROLL STUDENTS IN TCFP AND CREATE A FIDO ACCOUNT (DIRECTOR AND FACULTY)
- STUDENT EMAIL LOGIN (DIRECTOR AND FACULTY)
- STUDENT BLACKBOARD LOGIN (DIRECTOR AND FACULTY)
- STUDENT JONES & BARTLETT LOGIN (DIRECTOR AND FACULTY)
- STUDENT INFORMATION PACKETS (DIRECTOR AND FACULTY)
- STUDENT TECHSMITH RELAY LOGIN (DIRECTOR AND FACULTY)
- DEMONSTRATE LOGIN TO BLACKBOARD AND FIREFIGHTER INTERACTIVE  
DISCUSS THE FOLLOWING; (DIRECTOR AND FACULTY)
  - Announcements-**IMPORTANT!** Homework Mon-Fri, Skills Saturday
  - Faculty Information-how to contact the instructor
  - Course Syllabus-students must read and print own copy
  - Course Calendar-specific times and dates provided
  - Course Work-**IMPORTANT!** Mon-Fri work due at midnight
  - Course Tests-includes weekly tests conducted every Saturday
  - Course Workbook weekly chapter pages removed and turned in every Saturday
  - HazMat Assignments-Mon-Fri but **ONLY** during ch.28-34
  - Skills Information-weekly skills list and videos provided on techsmith relay
  - Other Resources-show interactive learning tools
- T-SHIRTS/SHORTS (STUDENTS MUST BUY AT LEAST ONE \$10 T-SHIRT AND BUY NAVY BLUE SHORTS BEFORE SKILLS ON SATURDAY AFTER REVIEWING THE UNIFORM SOG)

\_\_\_\_\_  
STUDENT PRINT NAME

\_\_\_\_\_  
DATE

\_\_\_\_\_  
STUDENT SIGNATURE

\_\_\_\_\_  
DATE