

2020-2021 SMCC-Area Public Safety Student Live-In Program
Live-In Student Selection & Summer/Fall Training Schedule
Version: 2/08/20 – All Dates Subject to Change

Date(s)	Objective	Responsibility	Notes
(Ongoing) By February 1 st	1) Recruit and inform potential live-in students 2) Update + post application package for current yr.	SMCC + Host FD's	-Visits, open houses, E-mails
Process deadline: March 27 th	1) Determine selection process, draft order + dates 2) Distribute FD Declaration Form (DF): –Completed DF Due 5/22/20	(All partners)	-Update Process document
New Applicant Deadline: May 15, 2020 @ 1700 hours	1) Receive applicant resumes and cover letters 2) Update oral board process + questions	SMCC FS Live-in coordinator	-Check with Scar. HR Dept.
By Monday, May 18 th	1) Post applicant packages in Drop Box 2) Notify applicants of process and dates 3) Distribute spring semester grades to chiefs	1) SMCC FS 2) SMCC FS	-Via Drop Box -Via e-mail + USPS
By Friday, May 22 nd	1) FDs submit all final declaration forms 2) FDs notify students if non-renew of contract	1) FDs	
Non-renewed applicant deadline: By Wednesday, May 27 th	1) Non-renewed live-in student wishing to be considered must submit updated application		
Interview date(s): Fri eve + Sat, 5/29/20 + 5/30/20 @ Gorham Municipal Center	1) Ensure facility needs 2) Greet & brief candidates + families 3) Introduce candidates to oral board	1) Host FD 2) SMCC FS 3) SMCC FS	-Live and video oral boards
Right after interviews: 05/30/20 @ Gorham	1) Conduct Draft 2) Document selections	1) All FDs 2) FS facilitate	-Based on Decl. Forms
By Friday, June 5 th	1) Contact successful candidates + make conditional offer (based on passing physical) 2) Notify unsuccessful candidates	1) Selecting FD 2) SMCC FS	-Candidate has 7 days to accept
Orientation: 6/18/20 @ SMCC 0830–1130: Live-In Orientation 1230-1600: Acad. Assignments	1) Mandatory Live-In orientation/briefing 2) Pre-Acad. Assignments: Reading + online quizzes 3) FD's local orientations in afternoon 4) Live-in Academy Assignments, etc. in evening	1) SMCC + Host FDs	-Expectations -Trng. schedule -Update fall course schedules
Acad. Prep Day @ SMCC 7/20/20, 0830 – 1700 hrs	1) Workbook checks and upgrade assignments 2) Prep Test #1 (Chapters 1 - ??)	1) SMCC Acad. Instructors	
FFI+II Academy (3 Weeks): Mon.-Fri., 8/10/20 thru 8/14/20, M-F, 8/17/20 thru 8/21/20, and M-F, 08/24/20 thru 8/29/20 -EVOC classroom on Sat. 8/22/20	1) Conduct Firefighter I + II Academy -Check quizzes + workbooks for knowledge -Hands-on focus: FFI+II incl. Haz Mat Ops. -Fire Science Head Start Day, Friday, 8/16/19	Live-In FDs	-Acad. coord., etc. -FD instructors
SMCC Fall Courses begin Monday, August 31, 2020 (See SMCC Academic Calendar)			
Mandatory FFI+II Practice: Saturdays in early Sept. Several Monday eves in Sept.	1) Conduct FF I+II practice sessions: [Also FD in-house practice based on student's FFI+II skill sheets].	FD instructors	-Acad. coord., etc. -FD instructors
FFI+II Certification End Tests Practical: Sun., 9/20/20 @ YTF Written: Mon, 9/28/20 @ SMCC	1) MFSI/Pro Board Firefighter I+II End-Test	MFSI w/FDs	-Program advocate attend practical day.
EVOC/BPOC Trng. Weekend #1 Sept. 12+13 @ Scar + Wind.	EVOC or Basic Pumps Training Academy.	MFSI w/FDs	-MFSI instructors
EVOC/BPOC Trng. Weekend #2 October 3+4, 2020 @ Scar + Wind.	EVOC or Basic Pumps Training Academy.	MFSI w/FDs	-MFSI instructors
Required Follow-on Lectures Oct., Nov. + Dec.	(See Academy Schedule)		
Each Semester	Live-in students complete 1-credit FIRE 125 Practicum Course with class meetings in Weeks 3, 8 + 13 and 3 documentation benchmarks (with Instructor, FD supervisor + student sign-offs.	1) SMCC Coord. 2) Student 3) Fire-EMS supervisor	-Process will formalize planning and feedback on student's progress

SMCC 2020-2021 Academic Planning Calendar

FALL SEMESTER 2020

August 21, Fri.....	Cancellation of Under-Enrolled Courses
August 28, Fri.....	Faculty Professional Day
August 31, Mon.....	Classes Begin
August 31-September 8, Mon.-Tues., 5:00pm.....	Drop/Add Week**
September 7, Mon.....	Labor Day – No Classes
*September 9, Wed., 5:00pm.....	Scholarship Application Deadline
October 12, Mon.....	Indigenous Peoples’ Day - No Classes
*October 24, Sat. 9am-12pm.....	SMCC Open House (South Portland)
October 26, Mon... ..	Final Day: Submit Spr/Sum ‘20 Incomplete Grade Changes
November 1-November 30.....	Advising Month
November 5, Thurs., 10:00 pm.....	Midterm Grade Reporting Due
November 11, Wed.....	Veterans’ Day - No Classes
November 16, Mon, 8:00am.....	Registration Begins, Current Students >30cr (Spring 2021)
November 18, Wed, 8:00am.....	Registration Begins, Current Students < 30cr (Spring 2021)
November 23, Mon., 5:00pm.....	Last Day to Withdraw From Classes**
November 23, Mon.....	New Student Registration (Spring 2021)
November 26-27-28, Thurs.-Fri.-Sat., (begins 3:00pm Wed.)	Thanksgiving Recess- No Classes
*December 3, Thurs.....	College Forum
December 14, Mon., 8:00 am.....	Open Registration (Spring 2021)
December 19, Sat.	Fall Classes End
December 21, Mon., 10:00 pm.	Fall 2020 Final Grades Due

SPRING SEMESTER 2021

January 8, Fri.....	Cancellation of Under-Enrolled Courses
January 15, Fri.....	Faculty Professional Day
January 18, Mon.....	Martin Luther King Day - No Classes
January 19, Tues.....	Spring Classes Begin
January 19-26, Mon.-Tues., 5:00pm.....	Drop/Add Week**
February 15, Mon.....	Presidents’ Day - No Classes
March 1-March 31.....	Advising Month
March 1, Mon., 8:00am.....	Registration Begins, Current Students >30cr (Summer/Fall 2021)
March 3, Wed., 8:00am.....	Registration Begins, Current Students <30cr (Summer/Fall 2021)
March 15-20, Mon.-Sat.....	Spring Break - No Classes
March 22, Mon., 8:00am.....	Open Registration (Summer 2021)
March 22, Mon.....	New Student Registration (Fall 2021)
March 22, Mon.....	Final Day to Submit Fall ‘20 Incomplete Grade Changes
March 25, Wed., 10:00 pm.....	Midterm Grade Reporting Due
April 5, Mon.....	Open Registration (Fall 2021)
*April 10, Sat., 9am-12pm.....	SMCC Open House (South Portland)
April 19, Mon.....	Patriots’ Day - No Classes
April 20, Tues., 5:00pm.....	Last Day to Withdraw From Classes**
*May 4, Tues.....	College Forum
May 15, Sat.....	Spring Classes End
*May 16, Sun., 2:00 pm.....	Commencement
May 17, Mon.....	Faculty Professional Day
May 18, Tues., 10:00 pm.....	Spring 2021 Final Grades Due

SUMMER TERM 2021

May 21, Fri.....	Cancellation of Under-Enrolled Courses
May 31, Mon.....	Memorial Day – No Classes
June 1, Tues.....	Summer Classes Begin
June 1 –June 7, Tues.–Mon., 5:00pm.....	Drop/Add Period**
July 5, Mon.....	Independence Day (Observed) - No Classes
July 15, Thurs., 10:00pm.....	Midterm Grade Reporting Due
July 26, Mon., 5:00pm.....	Last Day to Withdraw From Classes**
August 13, Fri.....	Summer Classes End
August 16, Mon., 10:00 pm.....	Summer 2021 Final Grades Due

*Tentative-Subject to change

**Drop/Add and Withdrawal periods for shorter term courses are pro-rated based on course length