

SOUTHERN MAINE COMMUNITY COLLEGE
South Portland, Maine 04106

Title: Fire Occupations Practicum
Credit Hours: 1
Instructor(s): Steve Willis
Semester: Spring 2022

Catalog Number: FIRE 125
Total Contact Hours: 3 classroom + 48 workplace hours
Office: Howe 204, swillis@smcme.edu

Course Syllabus

Course Description

The fire occupations practicum allows students the opportunity to witness and participate in the day-to-day operations of a fire dept. or other fire, EMS and/or safety-related agency. The course is required of all live-in students who are matriculated in an SMCC academic program each semester that they are a live-in student until they earn a total of 4 credits. After that, enrolling is optional for the live-in student. The course is available to non-live-in students who desire a semester-long workplace experience as long as student is able to enlist a fire-EMS or related sponsoring organization and supervisor.

Students participate in an approved applied practicum designed to allow theoretical and course-based learning in a supervised fire and/or safety related environment. Each practicum experience is individual and is arranged with a contract between the supervising faculty member, the student and the employer. Students must complete the practicum proposal form and gain approval of the faculty member who will direct and evaluate the completed work. Practicum requires a monthly progress report as well as a final report and presentation to be graded by the supervising faculty member. May be repeated for up to a total of 6 credit hours.

This course formalizes the SMCC-community-student partnership by ensuring coordination, collaboration and feedback among the partners, and supports the professional development of participating students through a semester-long collaborative evaluation and career counseling process. The practicum program provides SMCC Fire Science, Paramedicine and other students with experiential learning opportunities in the fields of fire suppression, fire prevention, fire and life safety education and emergency medical services. Students have the opportunity to apply concepts learned in the classroom, and reflect upon the lessons learned through their local community service. This course meets periodically throughout the semester.

Course Objectives

Upon successfully completing this course, the student will be able to:

1. Develop, in consultation with faculty member, personal, academic and career goals and objectives
2. Develop, in consultation with practicum supervisor, organizational goals and objectives for the semester
3. Complete and document at least 48 hours of productive, non-sleeping time in the workplace setting during the semester.
4. Assess, with faculty member and practicum supervisor, the student's attainment of personal, academic and organizational goals and objectives and develop plans and contracts for remediation as necessary to ensure success.
5. Document goals, objectives and assessment feedback and obtain signatures of faculty member, supervisor and student at designated intervals (**Weeks 3, 8 + 13**) during the semester.
6. Reflect on academic and local community experiences to obtain insight into comprehensive community fire-rescue services and career expectations and challenges.
7. Make informed decisions regarding student's preparation for successfully pursuing career opportunities.

Course Schedule and Benchmarks

Semester Weeks 3+4: Benchmark #1

- Review syllabus and course expectations
- Review Student Career Counseling + Evaluation Status Sheet and benchmarks and Work Record.
- Review sample Evaluation and Career Counseling or practicum department alternative
- Develop personal, academic + career goals and objectives with faculty member. Student and faculty member sign Status Sheet
- Student meet with practicum supervisor to review personal, academic and career goals, and develop organizational goals and objectives for the semester, obtain supervisor's signature on Status Sheet.
- Scan (PDF) and post signed Student Status Sheet in Brightspace by the Benchmark deadline date and time.

Semester Weeks 8+9: Benchmark #2

- Student meet with practicum supervisor to assess mid-semester attainment of personal and organizational goals and objectives, obtain supervisor's signature.

- Student meets with faculty member to assess mid-semester attainment of academic goals + objectives. Obtain faculty member signature.
- Scan (PDF) and post signed Student Status Sheet and Work Record (documenting at least 24 hours of productive activity) in Brightspace by the Benchmark deadline date and time.

Semester Weeks 13+14: Benchmark #3

- Student meets with practicum supervisor to assess end-of-semester attainment of personal and organizational goals and objectives, and obtain supervisor signature.
- Student meets with faculty member to assess end-of-semester attainment of academic goals + objectives. Obtain faculty member signature.
- Scan (PDF) and post signed Student Status Sheet and Work Record (documenting a semester total of at least 48 hours of productive activity) in Brightspace by the Benchmark deadline date and time.

Course Requirements

Students will be required to meet 3 times with the faculty member and 3 times with his/her practicum supervisor during the semester. Student must complete required paperwork, obtain necessary signature, and post completed paperwork to faculty members within required timeframes. Student will also be expected to respond positively to constructive personal, academic and practicum workplace feedback, and show progress toward attainment of specified goals and objectives. Students must also remain in good standing in their student practicum assignment throughout the semester in order to successfully complete this course.

Attendance

Attendance at course meetings is mandatory and attendance will be recorded. Make-up sessions must be arranged in a timely fashion based on faculty member availability. For those students who fail to attend or make up any one of the required classes, a report of last date of attendance to the registrar's office results in a grade of Administrative Failure (AF) being recorded for the student.

Add/Drop

SMCC's add/drop deadline for each semester is Tuesday of the semester's second week @ 5:00 PM. If you drop this course before the deadline, you will receive a tuition refund. If not, you will be billed the full cost of the course.

Early Warning Letters

After students have completed Week 10 of the semester early warning letters will be sent home to students who have demonstrated unsatisfactory performance. Unsatisfactory performance will be determined by the instructor based on a combination of grades and attendance. Warnings are intended to help obtain you back on track to success.

Student Evaluation and Grading

This course is pass/fail, with all grading is done in accordance with SMCC guidelines. Students' final grade will be based on work within this course according to the following percentages:

- 33% Course Benchmark #1**
- 33% Course Benchmark #2**
- 33% Course Benchmark #3**

Course Policies

Human dignity and integrity: All class participants are expected to treat others with respect. Some of the communications in this course will be via e-mail and online discussions that lack the benefit of in-person, non-verbal context. Students are cautioned to carefully select the words and phrases that you use, and maintain a professional online demeanor at all times. In the classroom, students are expected to:

- Respect the classroom, fellow students and faculty: *By being punctual, taking off hats+ any other distractive wear, being careful with food and drinks, speaking non-judgmentally, listening to others and respecting differing views.*
- Staying engaged: *By turning off pagers, setting cell phones to vibrate, refrain from text-messaging during class.*
- Work hard: *By taking the course seriously, managing your time, completing pre-class readings, submitting assignments on time, and studying for quizzes and tests.*

Text, Tools, and/or Supplies

There are no required texts.

ADA Syllabus Statement

Southern Maine Community College is an equal opportunity/affirmative action institution and employer. For more information, please call 207-741-5798. If you have a disabling condition and wish to request accommodations in order to have reasonable access to the programs and services offered by SMCC, you must register with the Disability Services Coordinator, Sandra Lynham, who can be reached at 741-5923. Further information about services for students with disabilities and the accommodation process is available upon request at this number. Course policies about online testing are modified to suit each individual's accommodations.

**Southern Maine Community College
 FIRE 125 Fire Occupations Practicum Course
 Student Career Counseling & Evaluation Status Sheet**

Student: _____
 [] Fire Science [] EMT-P [] Other:
FD/Agency: _____

Fire/EMS Dept. Supervisor's Name: _____ **Supervisor's E-mail:** _____

Semester: Spring 2022

Meetings: Wednesdays or Thursdays (student choice), 1215 -1315 hrs. in Weeks 3, 8/9 + 13

-Meeting 1 - Week 3: Wed., 2/2/22 (Howe Hall 304) or Thurs., 2/3/22 (Howe Hall 205).

Signed documentation due Fri., 2/11/22 in Brightspace.

Meeting 2 - Weeks 8+9: Watch Zoom presentations by Fire-EMS Chiefs of Career Departments – Attend 2 or more Roundtables:

-Week 8: Live Chiefs' Roundtables 1+2: Wed., 3/9/22 or Thurs., 3/10/22, 1215 – 1315 hours via Zoom. **Bring Qs for chiefs.**

-Week 9: Live Chiefs' Roundtables 3+4: Wed., 3/23/22 or Thurs., 3/24/22, 1215 – 1315 hours via Zoom. **Bring Qs for chiefs.**

Signed Benchmark 2 documentation due Friday, 4/1/22 in Brightspace.

Meeting 3 - Week 13: Wed., 4/20/22 or Thurs., 4/21/22, 1215 – 1315 hours (Howe Hall 304) or Thurs., 4/22/22 (Howe Hall 205).

=Brief Follow-up Zoom session for Q+As: Friday, 4/23/21 @ 1130 hours

Signed documentation due Friday, 4/29/22 in Brightspace.

The purpose of this status sheet is to track student progress in meeting course requirements throughout the semester. Student is expected to meet with their fire-rescue supervisor and faculty member at least 3 times, obtain signatures and submit updated status reports by the required deadlines. Late or incomplete paperwork will adversely affect student's course grade. See course syllabus for specific criteria.

Fill out and scan your forms (use FD scanner or Adobe Scan on your phone) and post in the FIRE 125 Course in BrightSpace.

Student's career goal(s):
Student's personal, academic and training goals for this semester (consult faculty member if you have questions) 1. Obj A: Obj B: 2. Obj A: Obj B:
Fire-rescue department goals (develop with your fire-rescue supervisor) 1. Obj A: Obj B: 2. Obj A: Obj B:
Benchmark #1 Goals, objectives and signatures (Due Friday, 2/11/22 @ 2359 hrs. in Brightspace) Comments: (Are student's goals realistic and attainable?) Signatures - Student: _____ Fire-Rescue Supervisor: _____ Faculty Member: _____
Benchmark #2: Mid-semester assessment + signatures (Due Friday, 4/1/22 @ 2359 hrs. in Brightspace) Comments: (Is student progressing? If remedial actions are necessary, are they in place and progress being made?) Signatures - Student: _____ Fire-Rescue Supervisor: _____ Faculty Member: _____
Benchmark #3 End-of-semester evaluation + signatures (Due Friday, 4/29/22 @ 1700 hrs. via BrightSpace) Comments: (Has student attained his/her semester goals? Has progress and effort been acceptable?) Signatures - Student: _____ Fire-Rescue Supervisor: _____ Faculty Member: _____

FIRE 125 Student Reflections Page

Student: _____

At each of the 3 benchmark intervals of the FIRE 125 course, students are required to reflect on their experiences. Reflection helps us contemplate and internalize what we've experienced and learned. It may be helpful to use a 3-step process: 1) What happened? 2) What lessons have I learned so far? Any reflections that students DO NOT want to share with their live-in supervisors should be written on a separate reflections page. Reflections given to Fire Science faculty member will not be shared without student permission.

Check your scanned copies to make sure all necessary info shows on both pages.

Due dates for reflections are the same as for the Status Sheet.

Benchmark #1 Reflections: What happened? What did you learn from your experiences so far?

Benchmark #2 Reflections: What happened? What did you learn from your experiences so far?

Benchmark #3 Reflections: What happened? What did you learn from your experiences so far?

FIRE 125 Fire Practicum Student Work Record - Spring 2022

Document at least 48 hours of productive workplace activities for semester.

Scan (FD scanner or Adobe Scan on your phone) and post in FIRE 125 course on Brightspace

Student _____ FD _____ FD Supervisor _____

Date	Activity Description	Hours	Supervisor must Initial Each Line
Semester Weeks 1-8 Work Record: Document 24+ hours and Submit at Benchmark #2 with Status Form			
Semester Weeks 9-14 Work Record: Document 24+ hours total and submit @ Benchmark #3 Deadline with Status Form			
Total Hours for semester =			