Modesto Junior College
Course Outline of Record
FSCI 322

I. OVERVIEW
The following information will appear in the 2009 - 2010 catalog

FSCI-322  Fire Service Career Development/Promotions  3 Units

Formerly listed as: FSCI - 322: Fire Service Career Development/Promotions
Prerequisite: Satisfactory completion of FSCI 301.

Introduction to Fire Service Career Development. This course of instruction is designed to assist fire science students to prepare for entry level and interdepartmental Fire Service examinations. To be considered an eligible candidate students must have a working knowledge of fire service testing standards and terminology. Students will collect information for the application processes, resume writing, entry level written tests, mechanical aptitude and oral interviews. Students are also instructed on aspects of preemployment medical and psychological tests and background checks. Field trips might be required.

Course is applicable to the associate degree.

II. LEARNING CONTEXT
Given the following learning context, the student who satisfactorily completes this course should be able to achieve the goals specified in Section III, Desired Learning:

A. COURSE CONTENT

1. Required Content:

A. Self Confidence
   1. Goal/result oriented lifestyle
      a. Measurable
      b. Realistic
      c. Dream with a time line

B. Attitude
   1. Mental replays of success
   2. Attitudes/traits survey
   3. Self awareness
   4. Expanding your horizons

C. Reality and accountability
   1. Perceptions
   2. Reticular activating system
   3. Goodall studies in Long Beach
   4. Transform fear into action
   5. Practice for recovery not the crash

D. Values
   1. Fire Service values in general.

E. Self-Evaluation
   1. Value identifying questions
   2. Develop sense of self
   3. Maturity
   4. Developing assets to set self apart from others
   5. Values seen as positive or negative

F. Well rounded career background
   1. Education
   2. Specialized training
   3. Non-fire related
   4. Intergovernmental relations

G. Fire Department requirements
   1. Professional skills
   2. Certifications
H. Outside skills
I. Positive character traits and qualities
   1. How and where would you fit into the organization?
J. Promotional development
   1. Education
K. Written tests for fire service
   1. What skills are departments seeking?
   2. Types of questions
   3. Scoring
   4. Review tests given in past
   5. What do you need to know?
L. Resume for fire service
   1. Purpose and value
   2. Format
   3. Education
   4. Experience
   5. Skills
   6. Background/maturity
   7. Action oriented adjectives
   8. Typewritten
   9. Don't appear too packaged
M. Resume essentials
   1. Do not exceed 2 pages
   2. Do not waste space providing
   3. References (don't drop names)
   4. Statements on religion or politics
   5. Tailor each resume for position being sought
N. Oral interviews
   1. Most important employment tool in the Fire Service.
   2. First impressions are the most important.
   3. Clothing
   4. Demeanor
      a. Handshake
      b. Humility
      c. Eye contact
      d. Positive attitude, (smiling and happy to be there)

2. **Required Lab Content:**

   a. Analyze and determine the proper strategies to adapt to different Fire Department testing processes.

   b. Research Fire Departments to identify organizational structures that will help students in the testing and oral interview process.

   c. Develop applications and resumes that comply with Fire Department requirements

   d. Enable the student to pinpoint areas of weakness in the terms of NFPA Standard 1001.

   e. Discuss the improved qualifications and standards for Fire and Emergency Medical Service personnel.

3. **Recommended Content:**

   a. Maturity
      i. Forward perspective
      ii. Personal goals
iii. vision of the future

b. Board members
   i. Types of people and positions held
   ii. What are they looking for.
   iii. Types of questions generally asked

c. Your preparation
   i. What points do you want to make
   ii. How can you fit your points into any question
   iii. Being genuine

d. Learn from your mistakes
   i. Write down questions after board
   ii. Feedback

e. Mock oral boards
   i. Student evaluation and make judgments

f. Career Development Strategies
   i. Power bases
   ii. Internal
   iii. External

B. ENROLLMENT RESTRICTIONS

1. Prerequisites
   Satisfactory completion of FSCI 301.

2. Requisite Skills
   Before entering the course, the student will be able to:
   a. List the educational requirements, duties, and information sources for various occupations in fire protection.
   b. Identify the types of common fire department apparatus, equipment, and personal safety.
   c. Identify the various codes, standards, ordinances, and regulations that affect fire protection and the functions of a fire prevention bureau.
C. **HOURS AND UNITS**

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D. **METHODS OF INSTRUCTION (TYPICAL)**

*Instructors of the course might conduct the course using the following method:*

1. Course material will be presented through class lecture with multi-media visual aids.
2. Instructor and student demonstrations will assist learning goals.
3. Additional studies will be required from the internet, technical manuals and textbooks.

E. **ASSIGNMENTS (TYPICAL)**

1. **EVIDENCE OF APPROPRIATE WORKLOAD FOR COURSE UNITS**
   *Time spent on coursework in addition to hours of instruction (lecture hours)*
   
   a. Weekly reading assignment from textbook, and study for quizzes.
   b. Per term, written introduction 250 words
   c. Per term, written assignment identifying 3 specialized fields that interest you in the fire service.
   d. Per term, submit resume and cover letter
   e. Weekly oral report on "Who is hiring and Job applications".
   f. Per term, conduct Oral interviews in class.
   g. Weekly prepare "Career Binder"
      i. Aspects of oral interviews
      ii. Physical fitness and agility testing.
      iii. Ethics and leadership
   h. Per term, 500 word assignment on personal areas for improvement.

2. **EVIDENCE OF CRITICAL THINKING**
   *Assignments require the appropriate level of critical thinking*

   a. Written 250 word assignment on the word ethics and what it means to you.
   b. Paper on 3 character traits that describe you and why they are important to you, 2 plus pages.
   c. Describe a website, testing Notification Company or an article that provides tips on how to get hired.

F. **TEXTS AND OTHER READINGS (TYPICAL)**
III. DESIRED LEARNING

A. COURSE GOAL
As a result of satisfactory completion of this course, the student should be prepared to:

Take Fire Service entry level and promotional examinations, including preemployment requirements. Students are instructed on methods to improve tests scores, including lessons on mental attitude, confidence building, resume writing, written test preparation, mechanical aptitude and oral interviews.

B. STUDENT LEARNING GOALS
Mastery of the following learning goals will enable the student to achieve the overall course goal.

1. Required Learning Goals
Upon satisfactory completion of this course, the student will be able to:

   a. Identify the fundamental principles of the Fire Service examination process.

   b. Describe the procedures of self evaluation and self improvement.

   c. Analyze and determine the proper strategies to adapt to different Fire Department testing processes.

   d. Research Fire Departments to identify organizational structures that will help students in the testing and oral interview process.

   e. Develop applications and resumes that comply with Fire Department requirements

   f. Compare the systematic approach to examination preparation (SAEP)

   g. Enable the student to pinpoint areas of weakness in terms of NFPA Standard 1001.

   h. Discuss the improved qualifications and standards for Fire and Emergency Medical Service personnel.

2. Lab Learning Goals
Upon satisfactory completion of the lab portion of this course, the student will be able to:

   a. Identify minimum qualifications and entry-level skills for fire fighter hiring.

   b. The student will be able to describe the following elements: application process, written exam process, physical agility exam, oral interview, chief's interview, background investigation.

   c. Describe the typical fire department's fire fighter probationary process, with the levels of training needed to complete the probationary period.

   d. Diagram an organizational structure of a fire department and describe the rank structure and job requirements for the following positions: fire fighter, engineer, captain, division chief, deputy chief, chief and support staff.

IV. METHODS OF ASSESSMENT (TYPICAL)

A. FORMATIVE ASSESSMENT
1. Written exam
2. Quizzes
3. Written assignments
4. Oral presentations
5. Graded applications and resumes

B. SUMMATIVE ASSESSMENT

1. Graded applications and resumes
2. Term paper
3. Final exam