

Pre-Service Firefighter Education & Training Program Guide



School of Justice & Emergency
Services

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Please note the following important information:

Durham College strives to ensure the accuracy of the information in this publication. Please note that the academic curriculum is continually reviewed and revised to ensure program quality and relevancy. As such, the college reserves the right to modify or cancel any course, program, fee, procedure, timetable or campus location at any time. Please consult our website at www.durhamcollege.ca for the most current information.

Welcome Students

A Message from the Dean

On behalf of the faculty and staff of the School of Justice & Emergency Services, it is a pleasure to welcome you to Durham College.

We are committed to providing a high quality program to meet your educational needs. We wish you success as you embark on a challenging journey toward a rewarding career. We will do our best to support you in reaching your career goals. If you have any questions or need assistance please ask us for help to access the many services available to support your success.

We are pleased you have chosen Durham College. We look forward to working with you.



Stephanie Ball, B.A., LL.B.
Dean, School of Justice & Emergency Services

A Message from the Vice-President Academic

Congratulations on choosing Durham College and taking a very important step in preparing for your future. Durham College is known for high quality programs, leading edge technology, an award winning library and a student-centered approach to learning. Supporting our mission that the student experience comes first, Durham College is committed to providing students with quality learning experiences and support in finding fulfillment in education, employment and lifelong learning.

Our programs are continually shaped by market needs and delivered by exceptional teachers with real-world experience. The program you have chosen has been designed to help you develop the necessary skills and knowledge to support your success in your chosen career path. Our dedicated and professional staff and professors are committed to helping you achieve your educational goals and your career aspirations.

Durham College strives to be accountable to students and employers through the preparation of work-ready graduates who will continue to live our “success matters” focus in their professional work environment.

We are pleased you have chosen to study at Durham College and we look forward to supporting your learning journey – work hard, have fun, enjoy your college experience and campus life.

I wish you much success with your studies.



Judy Robinson,
Vice President, Academic

School of Justice & Emergency Services

Faculty & Staff

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School of Justice & Emergency Services: Office Telephone: 905.721.3072

Staff and professors may be contacted directly by dialing 905.721.2000, followed by the appropriate extension.

Mission: The student experience comes first at Durham College

Vision

- Durham College is the premier college in Canada for career-focused students who will succeed in a challenging, supporting and inclusive learning environment.
- Our programs are continually shaped by market needs and delivered by exceptional teachers with real-world experience.
- Our vibrant campus community enriches the student life experience.

All of this combines to ensure our graduates have the market-ready skills to obtain great careers and make a difference in the world.

Values

Our values drive our organizational culture and our behaviour in delivering our vision and mission. They are:

Integrity and Transparency...

we will behave and communicate sincerely and honestly

Respect...

we will treat everyone with dignity and offer superior service

Equality and Diversity...

we will champion all learners and celebrate diversity

Innovation...

we will be leaders in market-responsive learning experiences and solutions

Personal and team accountability...

we will do what we say we will do

Important to All

Students and staff at Durham College are committed to academic excellence by:

- Demonstrating respect for one another and property
- Maintaining a clean and safe environment
- Taking an active role in the learning process
- Providing and receiving support when necessary
- Attending classes and/or appointments regularly and on time
- Modeling skills, attitudes and expectations of the workplace

Support Staff

- Provide professional quality customer service to students and staff
- Direct students and staff to appropriate resources
- Support and assist students in their learning and career goals
- Promote services that enhance student success

Faculty

- To be positive, enthusiastic, patient and flexible
- To be in the class early and prepared to begin on time
- To keep current in academic and professional knowledge
- To be prepared for activities, exercises and demonstrations
- To be available and show willingness to help students
- To ensure that all students get equal assistance and time
- To perform evaluations according to established criteria and within a reasonable time frame
- To return and take up any assigned homework, assignments, tests and projects promptly
- To identify students requiring remedial assistance, and to direct those students to the appropriate services
- To write constructive and helpful statements when evaluating student assignments
- To use a variety of teaching, questioning, and assessment techniques
- To motivate and engage learners in active and collaborative learning
- To encourage student participation and feedback wherever possible
- To effectively use learning technology
- To outline professional responsibilities, career alternatives, and avenues for further education following graduation
- To provide a course outline to each student at the beginning of the course, to review the outline with the students, and to adhere to the outline
- To adhere to Durham College policies, procedures and guidelines
- To place the safety and well being of the student above all other objectives, including fulfilling education obligations

Students

- To be prepared for class and professional practice activities. This will include reading appropriate textbook assignments prior to class and completing any homework assignments
- To be in class and arrive on time
- To participate in class activities
- To demonstrate respect for all persons and the learning environment
- To be trustworthy, honest, and accountable for own behaviour
- To complete tests, assignments and evaluations as required, striving for excellence
- To demonstrate effective communication skills
- To understand all course requirements and to follow them
- To seek assistance immediately if unable to follow the subject requirements for any reason
- To read and adhere to Durham College policies, procedures and guidelines

Administration

- Meet or exceed standards of excellence
- Manage budgets and resources
- Support students and staff in meeting their responsibilities
- Support/direct approved operational procedures
- Communicate relevant information in a timely fashion
- Be current in their field of leadership in a college environment

Important Dates 2011-2012

Please note the dates of your semester examinations. **Please ensure that you do not schedule vacation or employment during these times.**

FALL 2011 SEMESTER

July 4, 2011	Fees due date for first year students
July 12, 2011	Web registration - for 2 nd year students who have paid for fall semester - begins.
July 13, 2011	Web registration - for 3 rd year students who have paid for fall semester - begins.
July 19, 2011	Web registration - for 1 st year students who have paid for fall semester - begins.
July 20, 2011	Fees due date for returning students.
August 1, 2011	Civic holiday (no classes).
TBA	Registration for part-time Oshawa campus students begins and window opens for timetable changes.
August 29, 2011	Apprenticeship Classes begin.
September 5, 2011	Labour Day (no classes).
September 6, 2011	Orientation for first-year students.
September 7, 2011	Classes begin for most programs.
September 13, 2011	Last day for late program registration. Last day for fall semester course or program changes.
September 20, 2011	Last day for full-time students to withdraw with a refund of fees paid, less a \$100 administration fee. ^{1,2} Last day for refund eligibility when dropping to part-time. Last day for part-time students to withdraw with tuition fee refund less an administration fee. ^{1,2} Last day to submit a Prior Learning Assessment and Recognition (PLAR) request for fall semester subjects.
September 30, 2011	Student Health Insurance Plan "Opt-out" deadline.
October 3, 2011	Due date for 2 nd instalment of Fall fees.
October 4, 2011	Last day for application for fall semester subject exemption/credit. Last day for withdrawal from a fall semester subject with no academic record. Subjects dropped after this date, will be recorded on the academic transcript with a "W" to indicate withdrawal. ^{1,2}
October 10, 2011	Thanksgiving (no classes).
October 20, 2011	Fall Convocation (to be confirmed)

October 26, 2011	Deadline for submission of adjusted marks to clear INC grades from Summer 2011. INC grades after this date will revert to a fail.
November 16, 2011	Winter 2012 semester fees due date.
November 17, 2011	Scholarship Ceremony
November 14, 2011	Last day to withdraw from a fall semester subject. After this date, all subjects will be graded and recorded on the student's transcript. ^{1,2}
December 9, 2011	Last day of classes for most programs.
December 12 to 16, 2011	Fall semester final examinations/evaluation(s) for postsecondary students. Students are reminded not to schedule vacation or employment hours during these times. January 4 and 5, 2012 scheduled as tentative snow dates for the Oshawa campus.
December 22, 2011	Grades are available to view electronically as of 4 p.m. Note: official distribution date for the purpose of academic appeals is January 4, 2012.
TBA	Full-time students may process timetable changes for the winter semester through MyCampus as of 4 p.m.
December 24, 2011 – January 1, 2012 inclusive	Campus closed for the holiday season.

WINTER 2012 SEMESTER – JANUARY START

November 21, 2011	Web registration for Fall start 1 st year students for winter 2012 semester courses begins.
November 28, 2011	Web registration for 2 nd and 3 rd year students for winter 2012 semester courses begins.
December 5, 2011	Web registration for January start students begins.
December 7, 2011	Winter 2012 semester fees due date.
TBA	Registration for Oshawa campus part-time students begins.
January 2, 2012	Apprenticeship Classes begin
January 4, 2012	Classes begin for most programs. Official grade distribution date for the purpose of Academic Appeals.
January 10, 2012	Last day for late program registration. Last day for winter semester course or program changes.
January 10, 12 and 14, 2012	Dates for missed exams from Fall Semester 2011
January 17, 2012	Last day for full-time students, who started their program in September 2011, to withdraw with a refund of <u>winter tuition fees</u> . ^{1,2} Ancillary fees and school supply fees are not refundable. Last day for full-time students, who started their program in January 2012 to withdraw with a refund of fees paid less a \$100 administration fee. ^{1,2} Last day for refund eligibility when dropping to part-time.

	Last day to withdraw from part-time studies with tuition fee refund less an administration fee per subject.
	Last day to submit a Prior Learning Assessment and Recognition (PLAR) request for winter semester subjects.
January 31, 2012	January start students only: Student Health Insurance Plan "Opt-out" deadline.
January 30 to Feb 3, 2012	Winter Break week for Electrical Block Intermediate & Advanced apprenticeship students only.
January 31, 2012	Last day for application for winter semester subject exemption/credit.
	Last day to withdraw from a January start subject with no academic record. Subjects dropped after this date, will be recorded on the academic transcript with a "W" to indicate withdrawal. ^{1, 2}
February 8, 2012	Due date for 2 nd instalment of Winter fees.
February 17, 2012	T2202As available online via MyCampus as of 4 p.m.
February 20, 2012	Family Day (no classes).
February 20 to 24	Winter Break week; no classes with the exception of Apprenticeship and February-start students.
February 27 to March 2	Winter Break week for Apprenticeship students with the exception of Electrical Block Intermediate and Advanced students.
March 7, 2012	Deadline for submission of adjusted marks to clear INC grades from Fall 2011. INC grades after this date will revert to a fail.
March 12 to 16, 2012	Winter Break week for most OYAP apprentices (except OYAP hairstylists; please see your school office).
March 19, 2012	Last day to withdraw from a January-start subject. After this date, all subjects will be graded and recorded on the student's transcript. ^{1, 2}
April 6 2012	Good Friday (no classes).
April 10, 2012	Last day to apply to graduate – courses ending April 2012.
April 13, 2012	Last day of classes for most January-start programs.
April 16 to 20	Winter semester (January start) final examinations/ evaluation(s); students are reminded not to schedule vacation or employment hours during these times.
April 27, 2012	Grades are available to view electronically as of 4 p.m. Official distribution date for the purpose of academic appeals.
May 8, 10, and 12, 2012	Dates for Missed Exams from Winter Semester 2012.
June 21 & 22, 2012	Convocation (Time and location TBA)

SPRING 2012 SEMESTER

March 7, 2012	Spring 2012 semester fees due date.
April 10, 2012	Web registration for Spring/Summer programs begin.
May 7, 2012	Most Spring classes begin.
TBA	Registration for Oshawa campus part-time students begins.
May 11, 2012	Last day for late program registration. Last day for most spring semester course or program changes.
May 18, 2012	Last day for full-time students, who started their programs in Spring semester to withdraw with a refund of fees paid less a \$100 administration fee. ^{1,2} Last day to submit a Prior Learning Assessment and Recognition (PLAR) request for most spring semester subjects. Last day to withdraw from most spring semester subjects with no academic record. Subjects dropped after this date, will be recorded on the academic transcript with a "W" to indicate withdrawal. ^{1,2} Last day for application for spring semester subject exemption/credit.
May 21, 2012	Victoria Day (no classes).
May 31, 2012	Student Health Insurance Plan "Opt-out" deadline.
June 8, 2012	Last day to withdraw from most spring semester subjects. After this date, all subjects will be graded and recorded on the student's transcript. ^{1,2}
June 22, 2012	Last day of classes for most Spring-start programs.
June 29, 2012	Deadline for submission of adjusted marks to clear INC grades from January start Winter 2011 semester. INC grades after this date will revert to a fail.
June 28, 2012	Spring semester grades are available to view electronically as of 4 p.m. Official distribution date for the purpose of academic appeals.

SUMMER 2012 SEMESTER

April 10, 2012	Web registration for Spring/Summer programs begins.
May 2, 2012	Summer 2012 semester fees due date.
July 2, 2012	Canada Day (no classes).
July 3, 2012	Summer classes begin.
July 9, 2012	Last day for late program registration. Last day for most summer semester course or program changes.
July 16, 2012	Last day for full-time students, who started their programs in Summer semester to withdraw with a refund of fees paid less a \$100 administration fee. ^{1,2}

Last day to submit a Prior Learning Assessment and Recognition (PLAR) request for most summer semester subjects.

Last day to withdraw from most summer semester subjects with no academic record. Subjects dropped after this date, will be recorded on the academic transcript with a "W" to indicate withdrawal.^{1,2}

Last day for application for summer semester subject exemption/credit.

August 3, 2012

Last day to withdraw from most summer semester subjects. After this date, all subjects will be graded and recorded on the student's transcript.^{1,2}

August 6, 2012

Civic Holiday (no classes).

August 17, 2012

Last day of classes for most Summer start programs.

August 23, 2012

Grades are available to view electronically as of 4 p.m. Official distribution date for the purpose of academic appeals.

October, 2012

Convocation (Time and location TBA)

NOTES:

1. Official Withdrawal forms must be completed by the student and submitted to the Office of the Registrar.
2. The administration fee for international students will vary.

These dates represent the best information at time of publication. The College reserves the right to make changes subject to amendments to existing legislation, Collective Agreements, or as required by the College. Dates may vary slightly from program to program.

School of Justice & Emergency Services Website

The School of Justice & Emergency Services has its own website;

<http://jes.durhamcollege.ca>

Students are encouraged to visit the website daily for information such as:

- Field placement information
- Campus Conflict Resolution Services
- Courses and workshops available through the Centre for Integrated Justice Studies (CIJS)
- Specific Justice & Emergency Services activities and news
- Program specific information
- Program Guides
- Link to Durham College's website for the college calendar
- Link to scholarship and bursary opportunities
- Faculty contact information
- Bridging and articulation opportunities

MyCampus: All registered students are encouraged to access the college's intranet, MyCampus, regularly. Your registration package includes the instructions to access the site for timetables, course outlines, marks, and general college information as well as a vehicle in communicating with your professors.

School of Justice & Emergency Services Policies

1. Freedom of Information/Protection of Privacy - Pursuant to the Freedom of Information & Protection of Privacy Act, the School of Justice & Emergency Services Office will not release any personal information regarding a student. This includes academic standing, personal data, timetable information etc.
2. Timetables are available online through our intranet – “MyCampus”. You can view and/or print your timetable from any computer with internet access. If you require assistance, please contact the Help Desk : 905-721-2000, ext. 3333.
3. Timetable Changes – MyCampus provides students with the ability to modify timetables at specified times as listed in the Academic Calendar (see the Student Handbook for dates). **Please note: it is the students’ responsibility to ensure that all of their required courses are on their schedules.** Assistance is available via your Student Liaison or designate. Should you find a discrepancy on your timetable – report it immediately.
4. Emergency Calls – School of Justice & Emergency Services staff will accept messages for students only in the event of a family emergency. Please make sure that anyone in your life that needs to locate you during class time for reasons other than an emergency has a copy of your timetable (eg. classmates, family, day care provider, employer). Staff are unable to release your schedule information due to the Freedom of Information Act.
5. Disclaimer - Because of our commitment to continuous improvement of our curriculum, there may be some changes in courses offered or course content. If this occurs, we will notify those affected.
6. Computer Labs - Computer labs are reserved for coursework. Games are not permitted. Adult materials must not be displayed at any time. Laptops are to be used only to support student learning; laptop use not related to classroom activities is not permitted.
7. Graduation Requirements - Students must have a minimum G.P.A. of 2.0 to be eligible for graduation. In addition, a student must have successfully completed all required subjects. A student who has a G.P.A. of less than 2.0 should contact the School of Justice & Emergency Services Office to arrange for academic counselling. Please refer to the Grading System section located on the college website, www.durhamcollege.ca, for detailed information. At least 25% of the completed program subjects and/or weighted credit hours must be completed at Durham College to be eligible for a Durham College diploma.
Note: In order to graduate in the Pre-Service Firefighter program, students must have a cumulative GPA of 3.0 or higher with a minimum pass of 70% in each subject, however, only one (1) course is permitted between 60-69% throughout the total program (3 semesters) and no course failures below 60%.
8. Final Marks - Final marks will not be released by faculty members or office staff. Grades will be posted on “MyCampus”.

9. Students are able to print their own grade reports, at the end of each semester, through MyCampus. Refer to the Academic Calendar in the Student Handbook for the specific date whereby students can view and print their grade reports. No grade reports will be mailed out to students. Students can request, for a fee, an official transcript from the Registrar's Office.
10. Field Placement – One of the requirements for field placement eligibility, where applicable, is a cumulative GPA of 2.0. Please refer to your field placement course outline(s) for a complete list of requirements.
11. Course Outlines – students print their own course outlines for each of their current semester's courses through MyCampus. Students can also print course outlines for courses that they wish to apply for credit.
12. Exam Schedules – Exam schedules are available, electronically, through MyCampus, under the heading, Important Announcements. Below the image for DC Exam Schedules for the specific semester, click on the link below the image. It will open to a page that lists the schedules and messages pertaining to the exams for your specific program. Please refer to your subject outline, under Evaluation Criteria, if you are unsure whether there is a final exam in your specific course or consult with your professor.
13. Academic Probation – Students not progressing satisfactorily will be notified, in writing, and placed on academic probation. Students on academic probation must meet with their program dean or designate, and conditions for continuing in their program may be applied.

School of Justice & Emergency Services Policies & Expectations for the Learning Environment...

1. Class attendance and participation will enhance your opportunities for success.
2. Refer to the course outline for specific expectations, pre-requisites, co-requisites, requirements and evaluation criteria for each course.
3. Students are responsible for regularly checking their "MyCampus" and WebCT areas for messages from professors and College Administration. Communication will come in the form of e-mail, targeted messages, announcements, and posted documents.
4. Students should keep back-up copies of all assignments in case the original is lost.
5. Visit the Durham College website, www.durhamcollege.ca, for detailed policies and procedures relating to "Student Rights and Responsibilities".
6. Course prerequisites exist to promote student success. Exceptions to the established prerequisite subject structure are not permitted.

Program Information

Program Description

This program provides students with the knowledge and practical skills to pursue a career as a firefighter. The curriculum is based on the current Ontario Firefighter Standards and was developed in conjunction with the Ontario Association of Fire Chiefs (<http://www.oafc.on.ca>) and the Office of the Ontario Fire Marshal (<http://www.gov.on.ca/OFM/index2.html>).

Students apply practical skills in simulated and controlled live fire training scenarios on campus and at a local fire service training facility. Students receive assistance with resumes and mock interview sessions in preparation for the job application process. Upon successful completion of this program, students are eligible to write the Ontario Fire Marshal provincial test. "The Ontario Association of Fire Chiefs and the Office of the Fire Marshal Endorsement Review Board endorse the content of this program. The board expressly does not endorse the delivery of the program, tools and/or equipment used in the program."

Program Learning Outcomes

Graduates of the program will be able to:

1. begin the department orientation and the first year of employment with a solid theoretical base and practical skills in content, providing the successful graduate with knowledge and skills in the following areas: basic fire science, fire suppression principles and practices, firefighter emergency patient care, fire prevention/public education, and specialty modules such as confined space and environmental hazards.
2. apply generic skills reflecting the beginning competencies required of the recruit or new volunteer in areas of content, providing the successful graduate with knowledge and skills in the following areas: basic fire science, fire suppression principles and practices, firefighter emergency patient care, fire prevention/public education, and specialty modules such as confined space and environmental hazards.
3. develop the necessary vocational, general education, and generic skills to promote lifelong learning, and career path potential in a career that usually lasts a lifetime.
4. begin the initial steps in the professionalization process as a new recruit in order to meet the ethical, legal, and safety requirements inherent in professional practice.
5. describe and safely use fire department apparatus, tools and equipment.
6. demonstrate safe practices and techniques.
7. communicate effectively verbally, non-verbally and in writing using common fire service terminology.
8. interact appropriately in a wide variety of interpersonal situations in emergency and non-emergency settings.

9. demonstrate critical thinking skills
10. interact effectively in the community with its representation from a variety of multicultural and social economic backgrounds.
11. demonstrate knowledge of how to work effectively with other members of the fire service team, emergency patient care team and related groups.

Employment Opportunities

- municipal fire departments
- industrial fire and safety
- private industry

The Ontario Association of Fire Chiefs and the Office of the Fire Marshal through the Endorsement Review Board endorses the content of the program. The Board expressly does not endorse the delivery of the program, tools and/or equipment used in the delivery of the program.

Essential Employability Skills

Communicate clearly, concisely and correctly in the written, spoken, and visual form that fulfills the purpose and meets the needs of the audience.

Respond to written, spoken, or visual messages in a manner that ensures effective communication.

Execute mathematical operations accurately.

Apply a systematic approach to solve problems.

Use a variety of thinking skills to anticipate and solve problems.

Locate, select, organize, and document information using appropriate technology and information systems.

Analyze, evaluate, and apply relevant information from a variety of sources

Show respect for the diverse opinions, values, belief systems, and contributions of others.

Interact with others in groups or teams in ways that contribute to effective working relationships and the achievement of goals.

Manage the use of time and other resources to complete project.

Take responsibility for one's own actions, decisions, and consequences.

Course Outlines

For each course, a Course Outline that describes course learning outcomes, course content, learning activities, evaluation methods, timelines and support resources is available online.

This is a binding document. Any changes will be agreed upon by students and the professor and requires approval from the Dean of the School. For further details, please refer to the Course Outlines Policy and Procedure documents

(<http://www.durhamcollege.ca/academicpolicies>). Course outlines are important documents. Please refer to them during the semester and keep them safely afterward. For students who go on to other post secondary institutions or post diploma programs, these will be essential documents.

Please note that students are expected to download copies of their course outlines from MyCampus prior to the **first** class in each course. Instructions for downloading are located on MyCampus at www.durhamcollege.ca/mycampus .

General Education

General education courses strengthen students' skills in areas such as critical analysis, problem solving and communication in the context of an exploration of topics with broad-based personal and/or societal importance. Normally, programs of instruction leading to either an Ontario College Diploma or an Ontario College Advanced Diploma include three general education courses. Such courses are identified on the program of study using the designation of "G". General Education courses are typically a combination of mandatory and elective courses.

According to Durham College Academic Policy ACAD-103 and as a requirement for graduation, every Durham College student in a two or a three-year diploma program must have successfully completed a minimum of three General Education courses from at least **two different** General Education themes as follows:

- GNE1 1100 – Personal Understanding
- GNE1 1200 – Arts and Society
- GNE1 1300 – Civic Life
- GNE1 1400 – Social and Cultural Understanding
- GNE1 1500 – Science and Technology

Durham College

Academic Policies & Procedures

To view the Durham College Academic Policies & Procedures, please go to www.durhamcollege.ca/academicpolicies.

Program Specific

Academic Policies & Procedures

POLICIES FOR TESTS AND EXAMS

Students will be required to present their student I.D. card for all tests and formal exams. If an I.D. card is not presented, the student may be asked to leave the room and may not be allowed to rewrite the test or exam. Please ensure that you bring your DURHAM COLLEGE STUDENT I.D. card to ALL tests and exams.

LATE POLICY

Assignments are due on the date and time given by the subject professor. Subject outlines provided to the student will indicate any penalties for late submissions.

ABSENTEEISM ON TEST DATES/DUE DATES

Students miss tests and exams for a variety of acceptable or unacceptable reasons. If you miss a test or exam, the first thing you should do is telephone the individual professor. If not answered personally, you may leave a voice mail message after the fourth ring. Your voice message should include your full name, the date and time you are calling, your telephone number, and a short message of explanation. You may also e-mail the professor through MyCampus. Refer to the individual subject outlines for the policies and procedures you are to follow: missing tests/due dates in the specific subjects.

STUDENT/FACULTY CONSULTATION

It is the responsibility of your professor to be available for consultation with you outside of classroom hours. Professor and student timetables may vary significantly; as a result, a consultation time may have to be arranged that is mutually agreeable to both the professor and student.

ATTENDANCE

Each professor may treat the topic of attendance slightly different, but one common factor exists - **there is a definite correlation between attendance and marks**. Refer to the individual subject outlines.

ACADEMIC EXPECTATIONS

What happens if:

1. A student misses a class?

As a matter of courtesy, it is appropriate for a student to inform the professor of any absence. It is the student's responsibility to get copies of course notes, handouts, etc. to complete any assignments given out during the student's absence and to ask the professor about tests, deadlines, etc.

2. The professor misses a class?

Every effort will be made to inform students of class cancellations because of a professor's absence. Check the School of Justice & Emergency Services bulletin board outside the office C240 or the Justice & Emergency Services website. However, we cannot reach you if we do not have your phone number. Please ensure that the school office has both your day-time and evening phone numbers.

3. A student misses a test?

Please refer to your course outlines.

4. The College is closed because of

a) Statutory Holidays?

Statutory holidays are taken into consideration when the course schedule is created.

b) Inclement Weather?

Public announcements of the college closing will be made (after 3:00 p.m.) on local radio stations (CKAR 1350 AM; CKGE 94.9 FM; CHOO 1490 AM). Time missed because of weather conditions may be made up at a later date.

HEALTH POLICIES AND GUIDELINES

Accidental Injury

Any student sustaining an injury during class or at field placement, must fill out an Accidental Injury Report. Forms are available from your professors or the Health Nurse. **Any accidental injury may result in a Workers Compensation Claim. Please discuss this with your professor or Director of your program within 24 hours of injury.**

Format for Completing an Accidental Injury Report

1. Notify your Field Placement Supervisor of the accident/injury immediately.
2. Complete an Accidental Injury Report **within 24 hours** following the injury. The report must be **legible** and be completed by the injured person, with the assistance of the faculty or the Health Nurse.
3. If an injury/accident occurs on a placement, also notify the placement agency of the injury, **then follow that agency's policy.**

Management of Persons with Exposure to Blood or Body Fluids:

Definition of “**Exposure**”: Exposure encompasses situations such as a break in the integrity of the skin due to needle stick injury, scratches, bites, lacerations and contact as a result of splashing with blood or other fluids to which universal precautions apply.

a) **If an exposure occurs, immediately apply First Aid:**

- 1) instruct the person to press cuts or punctures of the skin to make it bleed.
- 2) wash the area with soap and water.
- 3) if eye(s) splashed, rinse with tap water or saline with eye(s) open.
- 4) if mouth is affected, spit out suspected fluid and rinse with water.
- 5) if splashed and contact with skin occurs, wash area with soap and water, then assess the integrity of the skin contacted.

b) **Reporting and Post-Exposure Management**

Students and staff members **should report exposures immediately after they occur** because certain interventions that may be appropriate, for example, **prophylaxis** against Hepatitis B, **must be initiated promptly** to be effective.

After receiving appropriate First Aid care, the exposed students/staff should:

- 1) notify their immediate supervisor (i.e. placement professor/faculty)
- 2) see a physician within 12 hours of the exposure for initial evaluation, treatment as needed, counseling and follow-up.
- 3) follow the policy of the agency in which exposure occurred.
- 4) notify the Health Nurse at Durham College.
- 5) complete the Durham College Accident/Injury form. Relevant information includes the following:
 - date, time, location (agency) of exposure
 - job duty being performed by the student/staff at the time of exposure
 - details of exposure, including amount of fluid or material, type of fluid/material, severity of exposure, duration of contact
 - description of source of exposure, including if known, whether the source material contains HIV, HBV
 - details about referral to physician for assessment/treatment (date, time, location, name of physician)
- 6) Arrange and follow-up counseling and on-going evaluations by a **physician** if the student/staff does not have a physician.

Please note the following important information:

Durham College strives to ensure the accuracy of the information in this publication.

Please note that the academic curriculum is continually reviewed and revised to ensure program quality and relevancy. Please refer to your course outline for detailed information on academic policy as it relates to the individual course.

Course Specific Policies and Expectations

ATTENDANCE

Students are expected to attend classes, tests, presentations, exams and other forms of evaluation. Students are expected to be punctual when attending class and handing in assignments and to actively participate in class discussions and exercises. Attendance will be taken at the start of every class and any time throughout the class.

LATE TO CLASS

Students who arrive late to class are expected to enter the classroom with minimal disruption. Chronic lateness will result in a Student Alert.

TECHNICAL SUPPORT

All electronic devices (cellphone, pagers, iPods) are to be turned off before the start of class. Failure to do so may result in the student being excused from class, at the instructor's discretion. Laptops are to be used to support student learning. Laptop use not related to classroom activities is prohibited.

FOOD

Food is prohibited in the classroom. Beverages are permitted.

CAMPUS MEDIATION

This course specifically endorses and will use where appropriate Campus Mediation Services (CMS). For details regarding the policy for CMS, please refer to your program guide.

DIVERSITY

This course acknowledges cultural pluralism and that through distinctions in race, creed, ability, place of origin and/or sexual orientation, there are many perspectives which shape and create meaning in this world. This course specifically endorses, where possible, the use of readings, discussions and case studies that enable students to understand and recognize the legitimacy of difference as well as engage and support concepts of compatibility.

DEPARTMENT

Character, behaviour and academics are equally important to student success. It is essential to develop behaviours in this area. It is expected that students will treat everyone with dignity and respect, including classmates, professors, instructors and staff. Firefighters are professionals, and are expected to act professionally in every situation.

Academic Integrity

Academic integrity refers to the pursuit of scholarly activity in an open, honest and responsible manner. Acts that undermine academic integrity, such as plagiarism, cheating and misrepresentation of work, contradict Durham College's core values.

To ensure the highest academic standards, students are accountable for the work they produce, and student work must be the product of his or her efforts. Durham College has purchased a license with Turnitin.com, an online service to detect unoriginal work and citation errors. The Academic Integrity Policy and Procedure documents (<http://www.durhamcollege.ca/academicpolicies>) provide a comprehensive explanation of Durham College's expectations regarding academic integrity.

Requirements For Promotion

Evaluation and Promotion

Academic courses are evaluated using a variety of methods such as tests, essays, labs, written or verbal assignments, in-process activities, group work and/or final examinations. The evaluation criteria for each course are noted in its course outline. Students are advised to familiarize themselves with these criteria early in the semester. Please refer to the Grading and Promotion Policy and Procedures documents (<http://www.durhamcollege.ca/academicpolicies>) for a complete overview of grading and promotion practices.

Note: In order to graduate with a certificate in the Pre-Service Firefighter program, you must have a **cumulative GPA of 3.0 or higher with a minimum pass of 70% in each course. NO course failures (below 70%).**

Academic Probation

Students who are not progressing satisfactorily according to criteria published in their respective program guides may be placed on academic probation, at the discretion of the school Dean or designate. Such students may be allowed to continue their studies on a Letter of Permission (an academic student contract) which will specify conditions which must be met to continue in their programs. Students who do not meet the conditions of their academic probation may be required to withdraw from full-time studies.

Aegrotat

Aegrotat refers to a 'compassionate pass' in a course in which, due to **emergency circumstances** related to health and wellness, a student was unable to complete all of the evaluation requirements. Emergency circumstances that may warrant the designation of an Aegrotat include, but are not limited to: injury, illness and/or bereavement. Documentation supporting the request for an Aegrotat designation may be required.

The awarding of an Aegrotat credit is noted in a student's transcript as AEG and is therefore not included in the calculation of a student's grade point average. A student shall receive Aegrotat standing only once in a five year period.

Further information about Aegrotat standing can be found in the Aegrotat Policy and Procedure documents (<http://www.durhamcollege.ca/academicpolicies>).

Missed Final Examinations

A final examination is a discretely designed assessment administered in Week 15 of a 14 week semester. Students who, as a result of **non-emergency circumstances**, miss one or more final examinations during a single examination period may be eligible to apply to defer/reschedule the writing of these assessments.

To be eligible, students must have no less than a cumulative 1.5 GPA, apply for consideration using the appropriate forms and pay a fee. This privilege can only be used by a student once in a five-year period. External accreditation requirements, the availability of appropriate examination facilities and other constraints necessitate that not all courses will be eligible.

For more details, students should speak with their Student Liaisons or review the Missed Final Examination Policy and Procedure documents (<http://www.durhamcollege.ca/academicpolicies>).

Consolidated Skills Assessments

It is the student's responsibility to supply your own transportation to and from the preceptorship, and to report to your preceptorship a minimum of 15 minutes prior to scheduled start time.

You will be assigned to one crew for the duration of preceptorship. Crew names and fire hall locations will be provided during the field placement orientation session.

In general, you will meet the crew at the station at the beginning of the shift. In some cases you will be required to contact the preceptor crew before you start. Crews will be expecting you. Schedules have been posted and are to be adhered to.

Once your assigned Preceptor/Captain goes off duty, you will be required to do the same, by removing your gear from service until your next shift.

Uniforms: Protective Clothing

In order to comply with occupational health and safety requirements, students will wear the following uniform:

At no time is any clothing to be worn that would have a negative impact on the Fire Service/College.

- Shirt: Blue
- Pants: Cargo style
- Boots: black, police style green patch
- ID: ID badge available
- Bunker Pants/Bunker Coat
- Firefighting Helmet with approved student identification
- Firefighting Balaclava
- Firefighting Gloves
- Firefighting Boots
- Durham College Vest (To be worn at all times while at an emergency scene) this vest will stay at the Fire Hall at all times.

Preceptor Crew

You will be assigned to one preceptor crew for the duration of this experience. You will have the opportunity to ride the fire truck and accept the opportunity to gain the observational clinical experience.

The ultimate responsibility for your activities falls to the preceptor and they will decide what sort of access that you will be given to any one scene.

You are a guest in this environment and should conduct yourself accordingly. Upon being introduced to your preceptor crew, you should review your respective roles and expectations.

Lunch and Breaks

Lunch is an unpredictable commodity in the firefighter's day. Fire Halls are supplied with a fridge and microwave but you should be prepared for the possibility that you will not get back to the fire hall for your lunch/supper.

Confidentiality

Confidentiality is to be maintained at all times.

All Inquiries

Will be directed to your preceptor or if unavailable be directed to the Officer in Charge for comment.

Scope of Practice

This placement is based on an Observational Experience Only. You will not be allowed to perform any firefighter duties either on the scene or at the fire hall.

Daily Duties

Any daily duties will be pre-authorized by your preceptor before commencement.

Academic Advising – Student Liaison

Durham College is committed to the success of every student during their educational experience. There are many resources available to support students on this journey. Academic Advising is a comprehensive service that is aimed towards meeting students' needs, increasing student satisfaction, improving retention and enhancing the quality of academic life. The representative can assist students to:

- identify career goals and make sound academic decisions;
- develop academic plans to promote success in the event of failed subjects or low grade point average (GPA);
- make decisions regarding full-time/part-time studies;
- review graduation requirements;
- set up academic plans with individual students upon request;
- find equivalent credits;
- transfer to another program;
- select electives and options; and
- access other college services to support student success.

While drop-ins may be possible for specific answers to short-term questions about courses, schedules, and procedures, it is advisable for students to set up one on one appointments with your Liaison. Appointments may be made in person or by phone. Please visit your School office for further information.

Your Liaison is:

Name:	Pina Craven
Office #:	F211
E-mail address:	pina.craven@durhamcollege.ca
Telephone:	721-2000, ext. 2432
Appointment times available:	9:00 – 4:00 pm. (except 12:00 – 1:00 pm.)

Centre for Students with Disabilities

E-mail: disabilities@durhamcollege.ca

About the CSD

The Centre for Students with Disabilities (CSD) at Durham College provides services to students who are blind or have low vision, who are deaf or hard of hearing and those with physical, medical, psychiatric and learning disabilities. These services are designed in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act by ensuring that students with disabilities have equal access to all aspects of the academic environment. Our services are confidential.

Registering for Accommodations

Accommodations are organized in co-operation with the student and as required, with the faculty on an individual basis. They are based on review of the medical or psycho-educational documentation completed by the appropriate medical professional or psychologist familiar with the student's particular diagnosis. The student is responsible for self identifying and submitting documentation of a permanent or temporary disability to the CSD in SW116. The documentation should outline the current impact of the disability. Assistance in obtaining the appropriate documentation may be available.

Accommodations may include extra time and/or technology supports for tests and exams, assistance obtaining records of class lecture material, reduced course load, material in alternate format, assistive technology assessment and training and learning strategies.

Things to Remember for Tests and Final Exams

In order to receive test and exam accommodations through the CSD, students **must** have completed the CSD Registration process including providing appropriate documentation. This can be a timely process – **contact the CSD as early as possible to ensure your accommodations and a seat in the test centre.**

Test Registration forms are available on our [CSD website](#) –**click on Test Centre Request Forms**. The Test Registration forms are also available in the CSD Test Centre (Room B216) as well as our main CSD Office (Room SW 116).

Completed test forms and notifications to your professors, **for each test**, need to be submitted to the CSD Test Centre (5) business days before the scheduled test, in order to reserve a space. **Accommodated tests cannot be guaranteed if a student submits the Test Center Form less than 5 business days in advance of the test date.**

CSD Final Exam sign-up **DEADLINES** are **ALWAYS** several weeks **BEFORE** the final exam period. The deadlines as well as the CSD final exam information, explaining our online sign-up process, will be posted on the CSD website each term

It is the student's responsibility to check their My Campus email address frequently as all important test and exam information including registration deadlines will be posted to My Campus.

The CSD may be **unable** to accommodate students who do not sign-up by the final exam sign-up deadline.

To Find Out More About CSD Services...

For further information please call 905-721-3123, drop by at SW116 to set up an appointment or visit our website at www.durhamcollege.ca/csd.

Campus Conflict Resolution Services



CAMPUS CONFLICT
RESOLUTION SERVICES

~Our Mission~

To provide a free, confidential conflict resolution service, assisting the campus community to collaborate in a safe and professional environment

~Our Vision~

Resolving conflicts to promote educational success

The administration and faculty of the Durham College's School of Justice & Emergency Services have endorsed Campus Conflict Resolution Services, (referred to hereafter as CCRS), as a vital alternative pathway for educating students in peaceful dispute resolution process and technique and as an alternative process for cooperative mediation and settlement of disputes that may from time to time arise in the conducting of academic courses or the operation of Durham College.

CCRS is operated as a practicum course for students in the Mediation-Alternative Dispute Resolution graduate certificate program. Students are properly prepared to act as mediators, or co-mediators, either with, or under the direct or indirect supervision of expert faculty.

In this course the professor may request or, as an alternative to the potential failure of a student or students, require students;

- a) to attend CCRS for the purpose of mediating any dispute arising out of the conduct of compulsory group work in class;
- b) to attend CCRS to conduct and report on an educationally based mediation for course purposes and grading;
- c) To attend CCRS for the purpose of mediating any problems, disturbances or disputes arising out of class presentation, operation or management.

Campus Conflict Resolution Services may be reached by e-mail at:

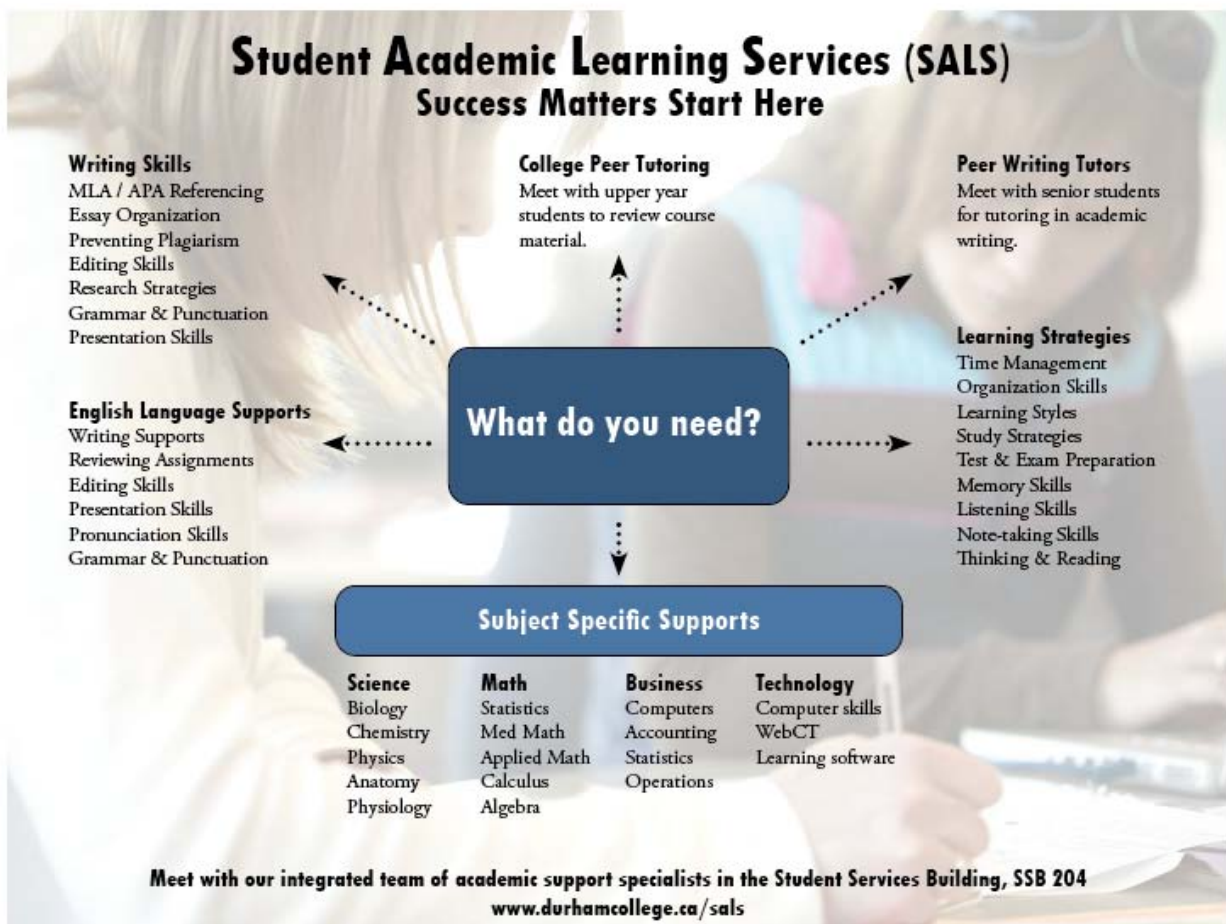
ccrs@durhamcollege.ca

Student Academic Learning Services (SALS)

Success Matters Start Here! The staff and faculty at the Student Academic Learning Services Centre can help you achieve your educational goals.

You can use the centre to:

- Get peer tutoring help
- Learn how to study smarter, not harder
- Learn to manage your time and prepare for tests
- Improve your reading skills and take better notes
- Use 28 lab computers with learning software
- Increase your English proficiency
- Improve your writing skills
- Have a quiet space to do your work
- Access group study space
- Improve your marks from a 'B' to an 'A'



The Library

The Library is here to help you succeed!

Stop by for help to research a topic, complete an assignment, or when you just need a quiet place to study. The Library on the north side of the Polonsky Commons is easy to find. Both wired and wireless computer access is available along with 10 small group study rooms and the *Den* in the basement for group work. Although food is not permitted in the library, drinks in covered containers are allowed and you can buy a Starbucks coffee to go at the Library Café.

Students & faculty at the Whitby now have a small branch library at their location. They may also use the North Oshawa campus library in person, via internet, or request books to be sent to them at Whitby.

Most of the Library's resources are in digital format and are available 24x7 through the Library's web page. You can access them from on or off campus by logging in with your student number and computer password. The digital resources include e-books, magazines, journals, newspapers, statistical databases.

Visit the library virtually at www.durhamcollege.ca/library to:

- Research a Topic,
- Find books and articles,
- Renew materials,
- Request an interlibrary loan,
- Book a group study room,
- Get online help from a librarian
- Check on the hours the library is open

Your campus photo ID card is also your library card and is required to check out books and Reserves.

The librarians work closely with your professors to provide class presentations directly linked to your assignments. Additional sessions on using specialized resources are also offered throughout the year and help is also available on the library website. You may contact the Reference staff by phone or e-mail, and you are always welcome to visit our Reference desk in person. We look forward to helping you!

Check the website for library hours.

Circulation desk (905) 721.3082

Reference desk (905) 721.2000 ext. 2390

reference@dc-uoit.ca

College Publications

At Durham College, several publications provide the information you need before you start classes.

Program Guide

Durham College's Program Guides are a handy reference guide for everything students might want to know about their academic program. The program-specific guides provide essential information related to the program of study, policies, program requirements, faculty contact information, important dates, grading criteria, etc., as well as a starting point to help students find and navigate their way through academic and student support services.

Program Guides are distributed in print format to every registered student in the first class of the Fall semester and are available electronically on the college website. It is important that students read this guide at the beginning of their studies as it contains pertinent information for academic success and will be useful throughout the duration of the program.

Note:

- This guide is not intended to be a complete statement of all procedures, policies, rules and regulations at Durham College.
- The College reserves the right to change or cancel any provisions, requirements or subjects at any time.
- Student Liaisons and/or Faculty Advisors will assist in planning programs, but it is the student's responsibility to meet the academic requirements for completion of certificates and diplomas.

Continuing Education Course Book

Continuing Education publishes course calendars – Fall, Winter/Spring, listing courses for credit towards Post-Secondary Programs, and personal and professional development. The same course outlines are used for full-time and Continuing Education courses. Courses may be accessed through classroom setting, correspondence (distance education) or online courses (Internet).

If you are unable to access a day-time course (timetable conflicts, repeat of a course, etc.) or want to get a head start on your next semester, check out Continuing Education's current course book and register at the Office of the Registrar early to ensure a seat is reserved for you.

Please check our website for comprehensive information @ www.durhamcollege.ca.

Scholarships and Bursaries

Scholarships: Scholarships are awarded to students who have achieved academic and personal excellence. Some scholarships are awarded solely on academic performance. Others are based on a combination of academic achievement and proven personal excellence including leadership and community involvement.

In-Course scholarships: In-Course scholarships are awarded to returning full-time students in post secondary programs who have demonstrated academic excellence in their studies. Students must have been registered in full-time studies in the same program in consecutive years to be considered. In-course scholarships are solely based on GPA and no application is necessary unless otherwise noted. Recipients are notified via MyCampus e-mail.

Bursaries: Bursaries may be available to full time post secondary students requiring additional financial assistance to cover their educational costs. When students' personal and family resources are not sufficient to cover costs they are expected to apply for OSAP. Before applying for a bursary, students should investigate all other forms of financial assistance. Other resources may include scholarships, family support, student line of credit and part time employment.

Durham College supports access to post secondary education following these principles:

- No qualified Ontario student should be prevented from attending Ontario's public colleges and universities due to lack of financial support programs.
- Students in need should have access to the resources they need for their postsecondary education.

Durham College Access Bursary Program: This bursary is available to Ontario students offered admission to a full time, **first year** program at Durham College.

Durham College Upper Year Student Bursary Program: Students must complete the Student Financial Profile application for consideration for bursary funding.

Awards: Awards may be based on scholastic achievement and/or financial need. There may be other requirements for qualification such as membership in certain organizations, enrollment in specific programs, leadership abilities and/or community service. Students must be in good academic standing to be considered.

Eligibility: Students who are currently enrolled full-time at Durham College are eligible to apply for scholarships and bursaries. Many awards have specific guidelines and students are advised to read all information about the award before applying.

Application process: Information on all scholarship, bursaries and awards for registered Durham College students including application, submission and deadline details will be posted on the DC Student tab of the MyCampus section of the college website. Students are advised to check MyCampus regularly for updates.

Unless otherwise noted, all students must complete the online Student Financial Profile application for consideration for bursary and award funding. Information, application instructions and submission deadlines for the Student Financial Profile may be found on the MyCampus website under the DC student tab. The student is notified of the application results via MyCampus email.

For further information on scholarships, bursaries and awards, please contact studentawards@durhamcollege.ca.

NOTE: Awards, amounts and availability are subject to change at the discretion of the Student Awards office or the donor. All awards are based on information available at the time of publication.

Awards Open to Students in All Programs

Title of Award	Award Value (\$)
Albis Award	\$500
Business & Professional Women of Durham Award – <i>In Course (Application Required)</i>	\$500
Campus Living Centre Residence Award	\$250
Canadian Federation of University Women Oshawa and District Award	\$500
Carpenters Union Local 397 Award	\$800
CAW Family Auxiliary 27 Award	\$250
Durham College Access Bursary	Various amounts
Durham College Alumni Association Award	\$1200
Durham College Alumni Association Award – <i>In Course (Application Required)</i>	\$1000
Durham College Bursary	Various amounts
Durham College Endowed Award – <i>In Course</i>	\$1000
Durham College International Student Scholarship	\$1500
Durham College Scholarship – <i>In Course</i>	\$500 or \$1000
Durham Region Chairman's Award	\$1000
Durham Region Chairman's Scholarship	\$1000
Fairfax Financial Holdings Ltd. Scholarship	\$3500
Garfield Weston Award	\$2500 + up
Greenbriar Foundation Award	\$1000
Harold "Pat" Dooley Bursary	\$1300
International Student Emergency Bursary	Various amounts
June White Memorial Entrance Award	\$500
Lenovo (Canada) Inc. Access Awards	\$500
Lifelong Learning Award – <i>In Course (Application Required)</i>	\$500
Lifelong Learning Bursary	\$500
Lois and Gary Polonsky Award	\$1000
Lois Sleightholm Award	\$2000
Lois Sleightholm 21 st Century Award	\$1000
Marjorie Elizabeth Willoughby Award	\$3000
Ontario Aboriginal Bursary	Up to \$3000
Ontario First Generation Bursary	\$3000
Ontario International Educational Opportunity Scholarship	\$2500
OPG Employees' and Pensioners' Charity Trust	\$1000
Oshawa B'Nai B'Rith Lodge Scholarship	\$300
Oshawa Double B Sports Club Bursary	\$800
Purdue Pharma Award	\$800
Retired Teachers of Ontario District 28 Award	\$500
Ross Mackie Award	\$2000
UA Local 463 Award	\$400
The Central East Community Care Assess Centre Award	\$500 & \$750
Wordham Family Award	\$3000
Your Student Association Award	\$400

School of Justice & Emergency Services

A. Alan H. Strike Award – <i>In Course</i>	Legal Administration	\$500
Durham Police Appreciation Committee Award	Police Foundations	To be determined
Bert Dejeet Justice Bursary	2 nd or 3 rd year of Paralegal (2 year diploma); Law and Security Administration; Legal Administration/Law Clerk or Police Foundations	4 awards of \$200 - \$250 each
Midge Day Memorial Award – <i>In Course</i>	Legal Administration	\$500
Patricia O'Connor Premier's Award	Paramedic	\$1000
Prosecutor's Association of Ontario Award	Court and Tribunal Agent/Paralegal	\$500
Robert Anderson Memorial Award – <i>In Course</i>	Police Foundations or Law and Security - for excellence in Criminal and Civil Law	\$250
Roger Pardy Memorial Award	Police Foundations	\$800
Steven Shumovich Memorial Award – <i>In Course</i>	Legal Administration	\$500
Stikeman Elliott Award	Legal Administration	\$500

Convocation Awards

Founder's Cup	\$200
Durham College Medal: Top Student – Three year Program	\$500
Durham College Medal: Top Student – Two year Program	\$500
Durham College Medal: Top Student – One year Program	\$500
Durham College Medal: Top Student – Apprenticeship Program	\$500
Governor General's Academic Medal and W. Bruce Affleck Memorial Scholarship	\$2000
President's Leadership Award	\$500

Transfer Guide

Diploma to Degree Pathways

Turn your Durham College diploma into a degree!!

If your post-secondary education plans include a diploma and a degree, you can take advantage of many degree completion programs offered through partnerships negotiated by Durham College with many universities, including UOIT, our campus partner.

A Durham College diploma can earn you credit toward a university degree. University admissions policies and partnership transfer agreements between Durham College and a number of universities facilitate university admission for Durham College graduates from specific programs by giving credit for college study. Graduates may receive credit for several courses or for a year or more toward a university degree. These opportunities are detailed, by program, on the **Durham College Transfer Guide** (http://www.durhamcollege.ca/EN/main/programs_courses/transferguide.php)

Interested students looking for further information are encouraged to consult with their program faculty or the admissions office of the receiving institution.

If you do not see your program on the chart, you may find pathway opportunities and information on collaborative programs, articulation agreements and credit transfers between Ontario universities and colleges available on the Ontario College University Transfer Guide website at www.ocutg.on.ca.

PRE-SERVICE FIREFIGHTER EDUCATION & TRAINING

COURSE NAME	CODE	PREREQUISITES	COREQUISITES	LECT. HRS	LAB HRS	ALT. DEL. HRS	FIELD PLMT. HRS
SEMESTER 1							
FIRE BEHAVIOUR & FIRE GROUND OPERATIONS I	FBGO 1400			6	0		
FIRE GROUND PRACTICAL I	FGP 1400			0	6		
FIRE EMERGENCY PATIENT CARE I	PCE 1401			3	0		
FIRE PREVENTION & PUBLIC EDUCATION I	PPPE 1400			3	0		
INTRO. TO PSYCHOLOGY	PSYC 1404			3	0		
FIRE CONSOLIDATION SKILLS ASSESSMENT I	SKIL 1400			3	0		
				18	6		
SEMESTER 2							
FIRE PRESENTATION TECHNIQUES	PRES 2406			3	0		
FIRE GROUND OPERATIONS II	FGO 2400	FBGO 1400	FGO 1400				
		SKIL 1400		6	0		
FIRE GROUND PRACTICAL II	FGP 2400	FBGO 1400	FGO 1400				
		SKIL 1400		0	6		
FIRE FITNESS MANAGEMENT	FITS 2400			1	2		
FIRE PREVENTION & PUBLIC EDUCATION II	FPPE 2400	FPPE 1400		3	0		
FIRE EMERGENCY PATIENT CARE II	PCE 2400	PCE 1401		3	0		
FIRE CONSOLIDATED SKILLS ASSESSMENT II	SKIL 2400	SKIL 1400		3	0		
				16	8		
SEMESTER 3							
FIRE GROUND OPERATIONS III	FGO 3400	FBGO 1400	FGO 2400				
		FGP 2400	SKIL 2400	0	6		
				0	6		

NOTES:

ELE - ELECTIVE - Students may take one or many subjects, depending on the requirements of their program. ELET - represents a typical subject load and IS included in the total hours per week, to reflect the total hours per week required. OPT1/OPT2/OPT3 - OPTIONS - Students choose subjects. OPT1 subjects are included in total hours per week. G - GENERAL EDUCATION - Subjects marked at the left margin with G are "General Education" subjects.

PLEASE NOTE- Semester 1 & 2 are 14 weeks in length, Semester 3 : approx. 8 weeks

To graduate: cumulative GPA 3.0 or higher with:

- Minimum pass of 70% in each course; NO course failures (below 70%)

Course Descriptions

FIRE BEHAVIOUR AND GROUND OPERATIONS I FBGO 1400

This course defines fire and its behaviour, from ignition to extinguishment as a result of lack of fuel or oxygen. Fire is studied from both physical and chemical standpoints. Stages and classes of fire and recognizable events are studied, as well as methods of heat/fire spread and the methods used to control and extinguish fire. Students learn about protective clothing, the donning and doffing of self-contained breathing apparatus, and the tying and use of knots. The course also covers hoses, appliances and the placement of ladders and ladder carries.

FIRE CONSOLIDATED SKILLS ASSESSMENT I SKIL 1400

Students will be required to individually and/or as a member of a team, demonstrate successfully the required competencies acquired in the semester.

FIRE CONSOLIDATED SKILLS ASSESSMENT II SKIL 2400

Students will again be required to individually and/or as a member of a team, demonstrate successfully the required competencies acquired in the semester.

FIRE DISPATCH FIRE 2300

Students complete the APCO Fire Service Communications course, designed by the Association of Public Safety Communications Officials (APCO), and delivered by a certified APCO trainer. This course provides an overview of fire service communications

including organizational structure, fire behaviour, fire apparatus and terminology, computer-aided dispatch, hazardous materials and the National Incident Management System. This is a PASS or FAIL course. Upon successful completion, students will receive certification from APCO Institute. Successful completion means: 1) receiving a passing grade on class assignments; 2) meeting minimum attendance requirements as set out by APCO; and 3) achieving at least 80% on the final exam.

FIRE EMERGENCY PATIENT CARE I PCE 1401

Students must have a current first aid level C and a current CPR certificate. Topics include pre-hospital care, anatomy, patient assessment, common medical emergencies, and emergency condition management.

FIRE EMERGENCY PATIENT CARE II PCE 2400

Students examine practical applications in pre-hospital care and treatment, patient assessment and the interaction with other emergency services.

FIRE FITNESS MANAGEMENT FITS 2400

Students will incorporate fitness into their lifestyles by developing and understanding the principles of fitness. Through lecture, discussion, written assignments, gym labs and fitness testing, students will demonstrate their fitness abilities and understanding of lifestyle management as it

relates to the demands of life as a career firefighter.

FIRE GROUND OPERATIONS II FGO 2400

Students practise fire operations, which includes incident size up and rescue techniques such as auto extrication and trench rescue. Students also examine protecting exposures; confining, controlling and extinguishing fires; and salvaging and overhauling structures and their contents.

FIRE GROUND PRACTICAL I FGP 1400

This course represents the first in a continuum of practicum courses. The practicum course facilitates the application of concepts taught in the program through skills and simulated scenario-based practice. Students will acquire problem solving and clinical decision making skill through the acceptance of a series of graded responsibilities progressing towards competency. This program provides students with the knowledge and practical skills to pursue a career as a Firefighter. The curriculum is based on the current Ontario Firefighter Standards and was developed in conjunction with the Ontario Association of Fire Chiefs (<http://www.oafc.on.ca>) and the Office of the Ontario Fire Marshal (<http://www.gov.on.ca/OFM/index2.html>). Students apply practical skills in simulated live fire training scenarios on campus and at a fire service training facility.

**FIRE GROUND PRACTICAL II
FGP 2400**

Students practice fire ground operations such as incident size-ups, building search and rescue, and confining and controlling structural fires.

**FIRE GROUND PRACTICAL III
FGP 3400**

This course represents the final segment in a continuum of practicum courses. The practicum course facilitates the application of concepts taught in the program through skills and simulated scenario-based practice. Students will acquire problem solving and clinical decision making skills through the acceptance of a series of graded responsibilities, progressing towards competency.

**FIRE PRESENTATION
TECHNIQUES**

PRES 2406

Students will acquire the knowledge and develop an understanding of the communication process, including how to apply the principles of effective communication in writing, and the delivering of business presentations. Through ongoing assignments, students will develop a job-search strategy and prepare for the final phase of job searching, the interview.

**FIRE PREVENTION & PUBLIC
EDUCATION I**

**FPPE 1400 and FIRE
PREVENTION & PUBLIC**

EDUCATION II FPPE 2400

Students will gain an overview of firefighters protection and

prevention activities. Topics include the principles, practices and procedures of fire prevention inspection; fire legislation, regulations and standards; and fire prevention resources agencies. Students focus on public relations, public education, fire safety planning and effective communications. In addition, students learn to interact effectively with the community and be sensitive to diversity.

**INTRODUCTION TO
PSYCHOLOGY**

PSYC 1404

This course introduces students to the basic vocabulary and principals of psychology. It also surveys the major theories and research related to the scientific study of human behaviour.