

**COURSE SYLLABUS**

**COURSE TITLE:** FIRS 1323.321 Firefighter Certification I (3:2:3)  
**SEMESTER/YEAR:** Spring 2025  
**COORDINATOR / INSTRUCTOR:** Phillip Grandon  
**PHONE:** (806) 535-9621  
**EMAIL:** [pgrandon@southplainscollege.edu](mailto:pgrandon@southplainscollege.edu)  
**OFFICE HOURS:** BY APPOINTMENT

***SOUTH PLAINS COLLEGE IMPROVES EACH STUDENT'S LIFE***

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**I. GENERAL COURSE INFORMATION**

- A. **Course Description:** (3:2:3) This course is one in a series of courses in basic preparation for a new firefighter. It should be taken in conjunction with Firefighter Certification II, III, IV, V, VI, and VII to satisfy the Texas Commission on Fire Protection (TCFP) curriculum for Basic Structural Fire Suppression, Course #100.
- B. **Course Goals/Objectives:** The student will demonstrate competencies, for subjects taught, set forth in the TCFP curriculum for Basic Fire Suppression.
- C. **Course Competencies:** Letter grades are assigned as follows:

Overall Percentage to Points	Letter Grade
90% to 100% - 1440 to 1600	A
80% to 89.99% - 1280 to 1599	B
70% to 79.99% - 1120 to 1279	C
60% to 69.99% - 960 to 1119	D
59.99% or less – 959 >	F

- D. **Academic Integrity:** It is the aim of the faculty of South Plains College to foster a spirit of complete honesty and a high standard of integrity. The attempt or perceived attempt of any student to present as his or her own any work which he or she has not honestly performed is regarded by the faculty and administration as a most serious offense and renders the offender liable to serious consequences, up to dismissal from the academy with no possibility of re-admittance.

**Cheating:** Dishonesty of any kind on examinations or on written assignments, illegal possession of examinations, the use of unauthorized notes during an examination, obtaining information during an examination from the textbook or from the examination paper of another student, assisting others to cheat, alteration of grade records, and illegal entry or unauthorized presence in an office are examples of cheating. Complete honesty is required of the student in the presentation of all phases of course work. This applies to quizzes of whatever length as well as to final examinations, daily reports, and term papers. If caught cheating by any of the instructors, the student may face dismissal from the academy with no possibility of re-admittance.

**Plagiarism:** Offering the work of another as one's own, without proper acknowledgment, is plagiarism; therefore, any student who fails to give credit for quotations or essentially identical expression of material taken from books, encyclopedias, magazines, and other reference works, or from themes, reports or other writings of a fellow student, is guilty of plagiarism.

- E. **Scans and Foundation Skills:** The specific SCANS and Foundation Skills for this course include:  
Foundation Skills (F): 1,2,3,4,5,6,7,8,9,10,11,12,13,15,16,17  
Competencies (C): 1,3,4,5,6,7,9,10,11,12,13,14,15,16,17,18,19,20
  
- F. **Verification of Workplace Competencies Technical Education Division:** The learning outcomes of this course will prepare the student to meet the Basic Structural Firefighter classification and prepare them to certify as a Basic Structural Firefighter with the Texas Commission on Fire Protection.

## II SPECIFIC COURSE/INSTRUCTOR REQUIREMENTS

### A. Textbooks and Other Materials:

Required textbooks and other materials for the course are:

1. Jones & Bartlett *Fundamentals of Fire Fighter Skills and Hazardous Materials Response, Fourth Edition*, published by the International Association of Fire Chiefs (IAFC) and the National Fire Protection Association (NFPA).
  - ISBN 9781284182774
2. *Firefighter Functional Fitness*, by Dan Kerrigan and Jim Moss, published by Firefighter Toolbox.
  - ISBN 9780990844242
3. The *Basic Fire Suppression Certification Curriculum Manual* from the Texas Commission on Fire Protection is also required and is available for free online at:

[https://www.tcfp.texas.gov/Services/GetPdf?filename=%2FManual%2FCurriculum%2Fcurriculum\\_Chapter\\_1%5B2021.1.1%5D.pdf](https://www.tcfp.texas.gov/Services/GetPdf?filename=%2FManual%2FCurriculum%2Fcurriculum_Chapter_1%5B2021.1.1%5D.pdf)

4. The *Basic Fire Suppression Skills Manual* from the Texas Commission on Fire Protection is also required and is available for free online at:

[https://www.tcfp.texas.gov/Services/GetPdf?filetype=skills&filename=%2FManual%2FSkills%2Fskills\\_Chapter\\_1%5B2021.1.1%5D.pdf](https://www.tcfp.texas.gov/Services/GetPdf?filetype=skills&filename=%2FManual%2FSkills%2Fskills_Chapter_1%5B2021.1.1%5D.pdf)

5. The *Hazardous Materials Certification Curriculum Manual* from the Texas Commission on Fire Protection is also required and is available for free online at:

[https://www.tcfp.texas.gov/Services/GetPdf?filename=%2FManual%2FCurriculum%2Fcurriculum\\_Chapter\\_6%5B2021.1.1%5D.pdf](https://www.tcfp.texas.gov/Services/GetPdf?filename=%2FManual%2FCurriculum%2Fcurriculum_Chapter_6%5B2021.1.1%5D.pdf)

6. The *Hazardous Materials Skills Manual* from the Texas Commission on Fire Protection is also required and is available for free online at:

[https://www.tcfp.texas.gov/Services/GetPdf?filetype=skills&filename=%2FManual%2FSkills%2Fskills\\_Chapter\\_6%5B2021.1.1%5D.pdf](https://www.tcfp.texas.gov/Services/GetPdf?filetype=skills&filename=%2FManual%2FSkills%2Fskills_Chapter_6%5B2021.1.1%5D.pdf)

7. National Incident Management System-Incident Command System (NIMS ICS)
- IS-100.C - <https://training.fema.gov/is/courseoverview.aspx?code=IS-100.c&lang=en>
  - IS- 200.C - <https://training.fema.gov/is/courseoverview.aspx?code=IS-200.c&lang=en>
  - IS-700.B - <https://training.fema.gov/is/courseoverview.aspx?code=IS-700.b&lang=en>
  - IS-800.D - <https://training.fema.gov/is/courseoverview.aspx?code=IS-800.d&lang=en>

**B. Virtual/Online Assignments**

Students are required to have a personal electronic device such as a laptop or tablet with access to WiFi. Students will be assigned online lectures via Jones and Bartlett Learning - <https://www2.jblearning.com> and ZOOM – <https://zoom.us>. Students will also take proctored chapter quizzes via <https://questionmark.com>. Missing an online or virtual lecture is the same as an absence for a scheduled class, and students will be held to the Attendance Policy.

**C. Attendance Policy:**

Punctual and regular attendance is required of all students. Students are responsible for all classwork covered during any absence from class. Only **four** excused absences are allowed during the semester. **Students who miss more than four class days will be subject to expulsion from the SPC Basic Structural Firefighter Academy.** Tardies count as half-absences. A student is considered tardy if they are not in the classroom ready for instruction with their accountability tag in the appropriate location at 0800, Monday through Friday. The instructor's Apple iPhone or Android cellular device designates class time. Two tardies will result in one complete absence. Tardies will result in the student's engine running three towers. Towers will be ran on Fridays before leaving class. Leaving class before the class dismissal will also result in a half-absence, even if the appropriate chain of command is notified of the early departure. If the student does not inform the APPROPRIATE chain of command or any instructors and departs class early, that will result in two unexcused absences. If a student knows that they will be absent, as soon as they are aware of the absence, they must notify their company officer with the 5 W's, who will, in turn, route the information up through the chain of command to the academy coordinator. Absences are excused only at the discretion of the Academy Coordinator.

**D. General Conduct:**

**1. Respect:**

Respect will always be given by all students and instructors. If an instructor is speaking, students should not be. Any disrespect by a student will be reported to the academy coordinator and may result in the student's dismissal from the academy with no possibility of re-admittance.

**2. Uniform:**

The uniform of the day will be established by either the lead instructor or the class leadership. At a minimum, the uniform will consist of black, shine-able boots, black tactical pants, a black belt, and a tucked-in SPC Fire Academy t-shirt. Only SPC Fire Academy items will be authorized for wear in class. Neither ball caps nor beanies are approved to be worn indoors. If worn, caps will be worn with the bill facing forward. Warming layers are authorized for wear underneath t-shirt. Warming layers may be navy blue, black, white, or grey and may only be solid in colors (no logos or graphics may be visible). While in uniform, students will not wear necklaces outside of the shirt. Wearing headphones in uniform is not authorized. Violations in uniform wear will result in a minimum of 3 towers for the student before leaving for the day.

**3. Personal Appearance:**

Students will dress and carry themselves as if they were at a job interview. Uniform items should not be wrinkled and should always be clean when worn. Body piercings, metal watchbands, or metal rings are not authorized for wear during class. For males, hair will be kept neat and will not interfere with the seal of the SCBA when worn WITHOUT having to adjust the hair first. Mustaches and sideburns are the only facial hair authorized. Mustaches must not extend past halfway between the corner of the mouth and the jawline. Sideburns may not extend lower than the ear lobe. For females, hair must be pulled back in a way that does not interfere with PPE when worn.

**4. Personal Protective Equipment:**

Before class on assigned days, students will conduct SCBA checks on their assigned SCBA. If it is discovered that a student was present for class but did not perform their check before class, the student will be counted as tardy for the day that they did not conduct their check before class. At that point, standard tardy repercussions will take place. If at any time during the semester PPE is damaged or lost, the student with the damaged/missing gear must immediately report the discrepancy up through the student's chain of

command. If it is determined that negligence was involved, the student will be financially liable for replacing the gear. If the student refuses to replace the equipment, he/she may be dismissed from the academy with no possibility for re-admittance, as well as having the value of replacement equipment added to their balance through the SPC Business Office. If the student is a part of a volunteer department or otherwise has COMPLIANT PPE of their own, they may wear their compliant gear in place of the SPC-issued compliant or non-compliant PPE. A student may not wear personally owned non-compliant gear. Every piece of gear has its life-saving purpose. Therefore, at no time will a student drop or throw any piece of PPE or equipment. If unintentionally dropped, the student will do ten pushups on the spot. If done intentionally, the student will do ten pushups on the spot and then run three towers carrying above their head the piece of gear thrown/dropped.

**5. Electronics:**

While in class, cell phones are not to be seen. They will be put away and silenced. If a phone is seen out or goes off in class, the owner of the phone will run three towers before leaving for the day. All electronics are authorized to be used during breaks. Exception: if the student has an emergency that they need their phone to stay updated about, they will be allowed by the class Instructors to keep their phones out solely for receiving text updates. No headphones shall be worn during lectures or testing.

**6. Outside of Class:**

The uniform is only authorized for wear outside of class while in transit to and from class, and while at lunch between Saturday classes. While in uniform, understand that the general populace assumes that you are Lubbock Firefighters. Behave accordingly; watch your language/topics of conversation and carry yourself in a way that represents the firefighting community in the highest respect. It has taken years to build that reputation, yet an individual action can destroy it in an instant.

**7. Injuries:**

All students are bound by the parameters outlined in the syllabus, regardless of outside circumstances. If a student falls short of the standard and earns a physical punishment but is unable to perform the punishment due to physical injury, they will hand-write a 300-word essay that is due to their company officer at the beginning of class the following day. The essay will be written over the violation. It will be exactly 300 words with every word over three letters underlined and numbered on top. The exact same essay may not be written multiple times for the same violation of rules.

## 8. Repeat Offenders:

If, at any time during the academy, a student proves to be a chronic offender of one or more of the policies outlined in the syllabus, the student may be subject to being screened by the academy coordinator and permanently removed from the program at the academy coordinator's discretion.

E. **Assignment Policy:** All required work, including assignments and periodic exams, must be turned in on time or be subject to penalty points (5 penalty points for each day late). Periodic examinations will be administered covering course content materials. Periodic exams will be administered to cover a maximum of 50 hours of instruction. A cumulative final exam will be administered at the end of the semester. All students are required to take the final course examination as a prerequisite to successful course completion.

F. **Grading Policy/Procedure and/or Methods of Evaluation:** An accumulative point system will be utilized to determine the final grade for each student. Grades will be determined by adding the total points achieved during the semester from exams, assignments, and the final. Points will be determined in accordance with the following guidelines:

- 16 Lecture Quizzes worth 10 points each; 10% of Final Grade.
- 16 eBook Quizzes worth 10 points each; 10% of Final Grade.
- NIMS ICS 100, 200, 700 and 800 worth 160 points; 10% of Final Grade.
- 16 TCFP Quizzes worth 50 points each; 50% of Final Grade.
- Comprehensive Final Exam worth 320 points; 20% of Final Grade.

The following guide for points-to-grade will be utilized to determine the final assessment:

Overall Percentage to Points	Letter Grade
90% to 100% - 1440 to 1600	A
80% to 89.99% - 1280 to 1599	B
70% to 79.99% - 1120 to 1279	C
60% to 69.99% - 960 to 1119	D
59.99% or less – 959 >	F

1. An overall mean score of 70% or higher must be achieved on the 16 required TCFP Quizzes to receive the Fire Academy Certificate of Completion and be eligible to take the TCFP Basic Structure Firefighter Certification Exam.
2. A passing score of 70% must be achieved on the comprehensive final exam to receive the Fire Academy Certificate of Completion and be eligible to take the TCFP Basic Structure Firefighter Certification Exam.
3. An overall mean score of 70% or higher must be achieved from cumulative scores from TCFP Quizzes, eBook Quizzes, Lecture Quizzes, NIMS ICS, and Comprehensive Final Exam to pass this course and receive the Fire Academy Certificate of Completion.
4. All 7 skills selected by the TCFP for testing must be passed with a score of "Satisfactory" to receive the Fire Academy Certificate of Completion and be eligible to take the TCFP Basic Firefighter Certification Exam.

## **CAMPUS GUIDELINES**

### **GENERAL SAFETY ON CAMPUS**

South Plains College recognizes the importance of safety on campus. The protection of persons and property is a responsibility which we all share. Personal safety begins with the individual. The following guidelines are intended to assist you in protecting yourself and to encourage practices that contribute to a safe environment for our campus community.

- Never leave your personal property unsecured or unattended.
- Look around and be aware of your surroundings when you enter and exit a building.
- Whenever possible, avoid walking alone, particularly after dark. Walk to your vehicle with other class members or request that the Security Guard/Campus Police walk you to your car.
- When approaching your vehicle, keep your keys in your hand; look under your car and in the back seat and floorboard. Lock the doors as soon as you are inside your car.



## **FOOD AND DRINK IN CLASSROOMS**

It is the policy of South Plains College not to permit food or drink in the classrooms or laboratories.

**Ask your instructor if food and drink are permitted in the Fire Academy Classroom.**

## **TOBACCO USE POLICY**

South Plains College prohibits the use of any tobacco product, electronic cigarette, or vapor device throughout all indoor areas and within a 25-foot perimeter around all facility entrances, exits and HVAC air intake vents under the control of SPC, including sporting facilities and SPC vehicles. Included in this ban are tobacco products of all types (including, but not limited to, cigarettes, cigars, pipes, chewing tobacco, snuff and all other kinds and forms of tobacco prepared in such a manner to be suitable for spit tobacco use, smoking, or both). This ban also includes herbal tobacco products and simulated tobacco products that imitate or mimic tobacco products such as e-cigarettes, vapor cigarettes, pipes, or other types of inhalation devices.

## **SOCIAL MEDIA POLICY**

Students wanting to post pictures or information on their class activities during class time is allowed if the instructor or academy coordinator approves it. There shall be no derogatory, offensive, or insensitive posts made against South Plains College or South Plains College Fire Academy by an active fire academy student. Because the class takes place at Lubbock Fire Rescue Training facility, there shall be no derogatory, offensive, or insensitive posts made relating to Lubbock Fire Rescue or the City of Lubbock by an active fire academy student. Lubbock Fire Rescue and the City of Lubbock have their own social media policies, and the use of these names in a post on any social media platform should not be used by any student that would relate them as an employee of either entity. If a student violates this policy, all actions will be taken to remove the student from the Fire Academy pending an investigation into the post to verify it does not violate the student's First Amendment rights.

## **INTELLECTUAL EXCHANGE STATEMENT**

In South Plains College courses, the instructor will establish and support an environment that values and nurtures individual and group difference and encourages engagement and interaction. Understanding and respecting multiple experiences and perspectives will serve to challenge and stimulate all of us to learn about others, about the larger world and about ourselves. By promoting intellectual exchange, we will not only mirror society as it is, but also model society as it should and can be.

### **DISABILITIES STATEMENT**

Students with disabilities, including but not limited to physical, psychiatric, or learning disabilities, who wish to request accommodations in this class should notify the Disability Services Office early in the semester so that the appropriate arrangements may be made. In accordance with federal law, a student requesting accommodations must provide acceptable documentation of his/her disability to the Disability Services Office. For more information, call or visit the Disability Services Office at Levelland (Student Health & Wellness Office) 806-716-2577, Lubbock Centers (located at the Lubbock Downtown Center) 806-716-4675, or Plainview Center (Main Office) 806-716-4302.

### **NON-DISCRIMINATION STATEMENT**

South Plains College does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Vice President for Student Affairs, South Plains College, 1401 College Avenue, Box 5, Levelland, TX 79336. Phone number 806-716-2360.

### **TITLE IX PREGNANCY ACCOMMODATIONS STATEMENT**

If you are pregnant, or have given birth within six months, under Title IX you have a right to reasonable accommodations to help continue your education. To activate accommodations you must submit a Title IX pregnancy accommodations request, along with specific medical documentation, to the Health and Wellness Center. Once approved, notification will be sent to the student and instructors. It is the student's responsibility to work with the instructor to arrange accommodations. Contact the Health and Wellness Center at 806-716-2529 or email [dburleson@southplainscollege.edu](mailto:dburleson@southplainscollege.edu) for assistance.

### **CAMPUS CONCEALED CARRY STATEMENT**

Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in South Plains College buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and South Plains College policy, license holders may not carry a concealed handgun in restricted locations. For a list of locations and Frequently Asked Questions, please refer to the Campus Carry page at: <http://www.southplainscollege.edu/campuscarry.php>.

Pursuant to PC 46.035, the open carrying of handguns is prohibited on all South Plains College campuses. Report violations to the College Police Department at 806-716-2396 or 9-1-1.

## CARE (Campus Assessment, Response, and Evaluation) TEAM

South Plains College is committed to ensuring the safety, health, and well-being of its students and community. To support its campus community SPC has a CARE Team. This is a dedicated group of campus professionals responsible for assessing and responding to students who could benefit from academic, emotional, or psychological support, as well as those presenting risk to the health or safety of the community. If you see someone experiencing challenges, appearing distressed, posing a threat to their safety or someone else's safety, or causing a significant disruption to the SPC community, please submit a CARE Team referral. You may also submit a referral for yourself if you would like additional support. NOTE: In cases where a person's behavior poses an imminent threat to you or another, contact 911.

### COVID-19

If you are experiencing any of the following symptoms, please do not attend class and either seek medical attention or get tested for COVID-19.

- Cough, shortness of breath, difficulty breathing
- Fever or chills
- Muscles or body aches
- Vomiting or diarrhea
- New loss of taste and smell

Please also notify DeEtte Edens, BSN, RN, Associate Director of Health & Wellness, at [dedens@southplainscollege.edu](mailto:dedens@southplainscollege.edu) or 806-716-2376

1. SPC will follow the recommended 5-day isolation period for individuals that test positive.
  - a. **Please note that day 0 is the date of positive test. Day 1 begins the first full day after the date of positive result.**
2. COVID reporting
  - a. Please have students and employees notify DeEtte Edens if they have tested positive to verify dates before returning to class or work.
  - b. The home tests are sufficient but students need to submit a photo of the positive result. The date of test must be written on the test result and an ID included in the photo. If tested elsewhere (clinic, pharmacy, etc.), please submit a copy of the doctor's note or email notification. Results may be emailed to DeEtte Edens, BSN, RN at [dedens@southplainscollege.edu](mailto:dedens@southplainscollege.edu).
  - c. A student is clear to return to class without further assessment if they have completed:
    - The 5-day isolation period, symptoms have improved and
    - they are afebrile for 24 hours without the use of fever-reducing medication.

3. Please instruct students and employees to communicate with DeEtte Edens prior to their return date if still symptomatic at the end of the 5-day isolation.
4. Exposed individuals will not be required to quarantine. If exposed, SPC does request individuals closely monitor themselves. If an individual does become symptomatic, please do not attend class or work and be tested.

### **ARTIFICIAL INTELLIGENCE STATEMENT**

#### **• Purpose of Artificial Intelligence (AI) Applications:**

AI applications such as ChatGPT, OpenAI, Bard, Grammarly, WordTune and others are advanced language models designed to aid and engage in meaningful conversations, as well as, generate and revise content. AI is intended to supplement learning, stimulate critical thinking, and enhance academic discourse. However, its use comes with certain responsibilities.

#### **• Academic Integrity:**

Using AI to generate academic work, including essays, reports, or assignments, without proper attribution is a violation of SPC academic integrity policies. Plagiarism undermines the learning process and is strictly prohibited. Students must ensure that their work reflects their own ideas, research, synthesis, and analysis and appropriately cites all sources, including AI.

#### **• Collaboration and Consultation:**

While AI can be a valuable resource, it is essential to strike a balance between seeking assistance and maintaining personal responsibility. Collaboration with peers, consulting instructors, and utilizing other approved learning resources should be prioritized. Overreliance on AI for solutions without actively engaging in the learning process is discouraged and can be grounds for academic integrity violations. Utilizing AI as a tool for brainstorming or research is allowed but the writing should be the student's own work and thoughts.

#### **• Critical Thinking and Originality:**

AI usage can provide suggestions and information, but it is essential to critically evaluate the responses and exercise independent thought. Relying solely on AI for answers deprives students of the opportunity to develop their analytical and problem-solving skills. In assignments where originality, creativity, and independent thinking are valued, AI would be detrimental to the student learning process. Critical thinking and originality emphasize the importance of independent thinking in all academic endeavors as part of the student's learning experience apart from outside influence and offers the student the opportunity to refine their unique, individual voice through academic discourse with other students and faculty.

• **Ethical Use and Bias Awareness:**

AI is trained on large amounts of data from the internet, which may include biased or inaccurate information. Be mindful of the potential for bias and critically evaluate the responses provided by AI. Therefore, when using AI, just like with using any other database, students must verify that the information is from reliable sources, question any potential biases, and ensure that the information and sources used in the paper are neutral, peer-reviewed sources.

• **Responsible Engagement:**

Students should engage with AI in a respectful and responsible manner and avoid using offensive language, discriminatory remarks, or engaging in any form of harassment or inappropriate behavior. Students should also uphold the standards of respectful communication in addressing both AI and fellow classmates.

• **Compliance with South Plains College Policies:**

Policies regarding the appropriate use of AI in South Plains College courses are set by instructional departments and individual instructors. Appropriate use of AI may range from strict prohibition to assignments they may require the use of AI. Misusing or violating the guidelines outlined in this syllabus warning may result in disciplinary action, including academic penalties. Students are expected to familiarize themselves with the specific course policies regarding the use of AI and adhere to them throughout the semester.

• Remember, AI can be a tool to support your learning in certain courses and assignments, but it cannot replace the critical thinking, creativity, and independent work that are integral to your overall academic growth.

**FLEXIBILITY**

If at any time, issues arise in the class that are not explicitly addressed in the syllabus, the academy coordinator may make mandates verbally, in writing, or through the class leadership that are equally as binding as the syllabus itself. New mandates are effective at the time they are communicated to the students.

Noncompliance by a student shall be handled by the Dean of Students, Dean of the Reese Center, or the Director of the Plainview Center, in accordance with procedures outlined in the Student Code of Conduct in the Student Guide.

**In case of emergency at any campus, call 911**