

PROFESSOR:

PHONE NUMBER:

OFFICE LOCATION:

E-MAIL:

OFFICE HOURS:

SEMESTER:

I. **COURSE NUMBER AND TITLE, CATALOG DESCRIPTION, CREDITS:**

FFP 0030C FIREFIGHTER I MINIMUM STANDARDS (191 clock hours)

This course is the first of a two-part program designed to prepare students to be eligible to sit for the State of Florida Firefighter II Certification exam. This Firefighter I minimum standards certification course is mentally, physically, and emotionally challenging and includes both classroom and practical application elements. The 191-hour course is 12 weeks in length and is scheduled weeknights and weekends at the North Collier Fire Training Center. Upon successful completion with a grade of C or higher, the student will be eligible to continue to the second part of the program, FFP 0031C Firefighter II.

II. **PREREQUISITES FOR THIS COURSE:**

Admission to the Firefighter Minimum Standards Certificate Program and successful completion of the Florida SouthWestern State College Physical Agility Test (PAT).

CO-REQUISITES FOR THIS COURSE: None

III. **GENERAL COURSE INFORMATION:**

Student must satisfy the requirements set forth in:

- NFPA 1001
- Florida State Statute 69A-37.

IV. **ALL COURSES AT FLORIDA SOUTHWESTERN STATE COLLEGE CONTRIBUTE TO THE GENERAL EDUCATION PROGRAM BY MEETING ONE OR MORE OF THE FOLLOWING GENERAL EDUCATION COMPETENCIES:**

Communicate clearly in a variety of modes and media.

Research and examine academic and non-academic information, resources, and evidence.

Evaluate and utilize mathematical principles, technology, scientific and quantitative data.

Analyze and create individual and collaborative works of art, literature, and performance.

Think critically about questions to yield meaning and value.

Investigate and engage in the transdisciplinary applications of research, learning, and knowledge.

Visualize and engage the world from different historical, social, religious, and cultural approaches.

Engage meanings of active citizenship in one's community, nation, and the world.

A. General Education Competencies and Course Outcomes

1. Listed here are the course outcomes/objectives assessed in this course which play an integral part in contributing to the student's general education along with the general education competency it supports.

General Education Competency: **Communicate**

Course Outcomes or Objectives Supporting the General Education Competency Selected:

- Describe and discuss the components of the history and philosophy of the modern-day fire service.

General Education Competency: **Analyze**

Course Outcomes or Objectives Supporting the General Education Competency Selected:

- Analyze the basic components of fire as a chemical reaction, the major phases of fire, and examine the main factors that influence fire spread and fire behavior.

B. Additional Course Learning Objectives/Outcomes

4.1 General. For qualification at Level I, the Firefighter candidate shall meet the general knowledge requirements in 4.1.1, the general skill requirements in 4.1.2, the JPRs defined in Sections 4.2 through 4.5 of this standard, knowledge of the incident management system, and the requirements defined in Chapter 5 as well as mission-specific competencies in Section 6.2, Personal Protective Equipment, and Section 6.6, Product Control, of NFPA 1072.

4.1.1* General Knowledge Requirements. The organization of the fire department; the role of the Firefighter I in the organization; the mission of fire service; the fire department's standard operating procedures (SOPs) and rules and regulations as they apply to the Firefighter I; the value of fire and life safety initiatives in support of the fire department mission and to reduce fire fighter line-of-duty injuries and fatalities; the role of other agencies as they relate to the fire department; the signs and symptoms of behavioral and emotional distress; aspects of the fire department's member assistance program; the importance of physical fitness and a healthy lifestyle to the performance of the duties of a fire fighter; the critical aspects of NFPA 1500.

4.1.2 General Skill Requirements. The ability to don personal protective clothing, doff personal protective clothing, perform field reduction of contaminants and prepare for reuse, hoist tools and equipment using ropes and the correct knot, and locate information in departmental documents and standard or code materials.

4.2 Fire Department Communications. This duty shall involve initiating responses, receiving telephone calls, and using fire department communications equipment to correctly relay verbal or written information, according to the JPRs in 4.2.1 through 4.2.4.

4.2.1* Initiate the response to a reported emergency, given the report of an emergency, fire department SOPs, and communications equipment, so that all necessary information is obtained, communications equipment is operated correctly, and the information is relayed promptly and accurately to the dispatch center.

(A) Requisite Knowledge. Procedures for reporting an emergency; departmental SOPs for taking and receiving alarms, radio codes, or procedures; and information needs of dispatch center.

(B) Requisite Skills. The ability to operate fire department communications equipment, relay information, and record information.

4.2.2 Receive a telephone call, given a fire department phone, so that procedures for answering the phone are used and the caller's information is relayed.

(A) Requisite Knowledge. Fire department procedures for answering nonemergency telephone calls.

(B) Requisite Skills. The ability to operate fire station telephone and intercom equipment.

4.2.3 Transmit and receive messages via the fire department radio, given a fire department radio and operating procedures, so that the information is accurate, complete, clear, and relayed within the time established by the AHJ.

(A) Requisite Knowledge. Departmental radio procedures and etiquette for routine traffic, emergency traffic, and emergency evacuation signals.

(B) Requisite Skills. The ability to operate radio equipment and discriminate between routine and emergency traffic.

4.2.4* Activate an emergency call for assistance, given vision obscured conditions, PPE, and department SOPs, so that the firefighter can be located and rescued.

(A) Requisite Knowledge. Personnel accountability systems, emergency communication procedures, and emergency evacuation methods.

(B) Requisite Skills. The ability to initiate an emergency call for assistance in accordance with the AHJ's procedures, the ability to use other methods of emergency calls for assistance.

4.3 Fireground Operations. This duty shall involve performing activities necessary to ensure life safety, fire control, and property conservation, according to the JPRs in 4.3.1 through 4.3.21.

4.3.1* Use self-contained breathing apparatus (SCBA) during emergency operations, given SCBA and other PPE, so that the SCBA is correctly donned, the SCBA is correctly worn, controlled breathing techniques are used, emergency procedures are enacted if the SCBA fails, all low-air warnings are recognized, respiratory protection is not intentionally compromised, and hazardous areas are exited prior to air depletion.

(A) Requisite Knowledge. Conditions that require respiratory protection, uses and limitations of SCBA, components of SCBA, donning procedures, breathing techniques, indications for and emergency procedures used with SCBA, and physical requirements of the SCBA wearer.

(B) Requisite Skills. The ability to control breathing, replace SCBA air cylinders, use SCBA to exit through restricted passages, initiate and complete emergency procedures in the event of SCBA failure or air depletion, and complete donning procedures.

4.3.2* Respond on apparatus to an emergency scene, given personal protective clothing and other necessary PPE, so that the apparatus is correctly mounted and dismounted, seat belts are used while the vehicle is in motion, and other personal protective equipment is correctly used.

(A) Requisite Knowledge. Mounting and dismounting procedures for riding fire apparatus, hazards and ways to avoid hazards associated with riding apparatus, prohibited practices, and types of department PPE and the means for usage.

(B) Requisite Skills. The ability to use each piece of provided safety equipment.

4.3.3* Establish and operate in work areas at emergency scenes, given protective equipment, traffic and scene control devices, structure fire and roadway emergency scenes, traffic hazards and downed electrical wires, photovoltaic power systems, battery storage systems, an assignment, and SOPs, so that procedures are followed, protective equipment is worn, protected work areas are established as directed using traffic and scene control devices, and the fire fighter performs assigned tasks only in established, protected work areas.

(A) Requisite Knowledge. Potential hazards involved in operating on emergency scenes including vehicle traffic, utilities, and environmental conditions; proper procedures for dismounting apparatus in traffic; procedures for safe operation at emergency scenes; and the protective equipment available for members' safety on emergency scenes and work zone designations.

(B) Requisite Skills. The ability to use personal protective clothing, deploy traffic and scene control devices, dismount apparatus, and operate in the protected work areas as directed.

4.3.4* Force entry into a structure, given PPE, tools, and an assignment, so that the tools are used as designed, the barrier is removed, and the opening is in a safe condition and ready for entry.

(A) Requisite Knowledge. Basic construction of typical doors, windows, and walls within the department's community or service area; operation of doors, windows, and locks; and the dangers associated with forcing entry through doors, windows, and walls.

(B) Requisite Skills. The ability to transport and operate hand and power tools and to force entry through doors, windows, and walls using assorted methods and tools.

4.3.5* Exit a hazardous area as a team, given vision-obscured conditions, so that a safe haven is found before exhausting the air supply, others are not endangered, and the team integrity is maintained.

(A) Requisite Knowledge. Personnel accountability systems, communication procedures, emergency evacuation methods, what constitutes a safe haven, elements that create or indicate a hazard, and emergency procedures for loss of air supply.

(B) Requisite Skills. The ability to operate as a team member in vision-obscured conditions, locate and follow a guideline, conserve air supply, and evaluate areas for hazards and identify a safe haven.

4.3.7* Attack a passenger vehicle fire operating as a member of a team, given PPE, an attack line, and hand tools, so that hazards are avoided, leaking flammable liquids are identified and controlled, protection from flash fires is maintained, all vehicle compartments are overhauled, and the fire is extinguished

(A) Requisite Knowledge. Principles of fire streams as they relate to fighting automobile fires; precautions to be followed when advancing hose lines toward an automobile; observable results that a fire stream has been properly applied; identifying alternative fuels and the hazards associated with them; dangerous conditions created during an automobile fire; common types of accidents or injuries related to fighting automobile fires and how to avoid them; how to access locked passenger, trunk, and engine compartments; and methods for overhauling an automobile.

(B) Requisite Skills. The ability to identify automobile fuel type; assess and control fuel leaks; open, close, and adjust the flow and pattern on nozzles; apply water for maximum effectiveness while maintaining flash fire protection; advance 1 1/2 in. (38 mm) or larger diameter attack lines; and expose hidden fires by opening all automobile compartments.

4.3.8* Extinguish fires in exterior Class A materials, given fires in stacked or piled and small unattached structures or storage containers that can be fought from the exterior, attack lines, hand tools and master stream devices, and an assignment, so that exposures are protected, the spread of fire is stopped, collapse hazards are avoided, water application is effective, the fire is extinguished, and signs of the origin area(s) and arson are preserved.

(A) Requisite Knowledge. Types of attack lines and water streams appropriate for attacking stacked, piled materials and outdoor fires; dangers — such as collapse — associated with stacked and piled materials; various extinguishing agents and their effect on different material configurations; tools and methods to use in breaking up various types of materials; the difficulties related to complete extinguishment of stacked and piled materials; water application methods for exposure protection and fire extinguishment; dangers such as exposure to toxic or hazardous materials associated with storage building and container fires; obvious signs of origin and cause; and techniques for the preservation of fire cause evidence.

(B) Requisite Skills. The ability to recognize inherent hazards related to the material's configuration, operate handlines or master streams, break up material using hand tools and water streams, evaluate for complete extinguishment, operate hose lines and other water application devices, evaluate and modify water application for maximum penetration, search for and expose hidden fires, assess patterns for origin determination, and evaluate for complete extinguishment.

4.3.9* Conduct a search and rescue in a structure operating as a member of a team, given an assignment, obscured vision conditions, personal protective equipment, a flashlight, forcible entry tools, hose lines, and ladders when

necessary, so that ladders are correctly placed when used, all assigned areas are searched, all victims are located and removed, team integrity is maintained, and team members' safety — including respiratory protection — is not compromised.

(A) Requisite Knowledge. Use of forcible entry tools during rescue operations, ladder operations for rescue, psychological effects of operating in obscured conditions and ways to manage them, methods to determine if an area is tenable, primary and secondary search techniques, team members' roles and goals, methods to use and indicators of finding victims, victim removal methods (including various carries), and considerations related to respiratory protection.

(B)* Requisite Skills. The ability to use SCBA to exit through restricted passages, set up and use different types of ladders for various types of rescue operations, rescue a fire fighter with functioning respiratory protection, rescue a fire fighter whose respiratory protection is not functioning, rescue a person who has no respiratory protection, and assess areas to determine tenability.

4.3.10* Attack an interior structure fire operating as a member of a team, given an attack line, ladders when needed, personal protective equipment, tools, and an assignment, so that team integrity is maintained, the attack line is deployed for advancement, ladders are correctly placed when used, access is gained into the fire area, effective water application practices are used, the fire is approached correctly, attack techniques facilitate suppression given the level of the fire, hidden fires are located and controlled, the correct body posture is maintained, hazards are recognized and managed, and the fire is brought under control.

(A) Requisite Knowledge. Principles of fire streams; types, design, operation, nozzle pressure effects, and flow capabilities of nozzles; precautions to be followed when advancing hose lines to a fire; observable results that a fire stream has been properly applied; dangerous building conditions created by fire; principles of exposure protection; potential long-term consequences of exposure to products of combustion; physical states of matter in which fuels are found; common types of accidents or injuries and their causes; and the application of each size and type of attack line, the role of the backup team in fire attack situations, attack and control techniques for grade level and above and below grade levels and exposing hidden fires.

(B) Requisite Skills. The ability to prevent water hammers when shutting down nozzles; open, close, and adjust nozzle flow and patterns; apply water using direct, indirect, and combination attacks; advance charged and uncharged 1 1/2 in. (38 mm) diameter or larger hose lines up ladders and up and down interior and exterior stairways; extend hose lines; replace burst hose sections; operate charged hose lines of 1 1/2 in. (38 mm) diameter or larger while secured to a ground ladder; couple and uncouple various handline connections; carry hose; attack fires at grade level and above and below grade levels; and locate and suppress interior wall and subfloor fires.

4.3.11 Perform horizontal ventilation on a structure operating as part of a team, given an assignment, PPE, ventilation tools, equipment, and ladders, so that the ventilation openings are free of obstructions, tools are used as designed, ladders are correctly placed, ventilation devices are correctly placed, and the structure is cleared of smoke.

(A) Requisite Knowledge. The principles, advantages, limitations, and effects of horizontal, mechanical, and hydraulic ventilation; safety considerations when venting a structure; fire behavior in a structure; the products of combustion found in a structure fire; the signs, causes, effects, and prevention of backdrafts; and the relationship of oxygen concentration to life safety and fire growth.

(B) Requisite Skills. The ability to transport and operate ventilation tools and equipment and ladders, and to use safe procedures for breaking window and door glass and removing obstructions.

4.3.12 Perform vertical ventilation on a structure as part of a team, given an assignment, PPE, ground and roof ladders, and tools, so that ladders are positioned for ventilation, a specified opening is created, all ventilation barriers are removed, structural integrity is not compromised, products of combustion are released from the structure, and the team retreats from the area when ventilation is accomplished.

(A) Requisite Knowledge. The methods of heat transfer; the principles of thermal layering within a structure on fire; the techniques and safety precautions for venting flat roofs, pitched roofs, and basements; basic indicators of potential collapse or roof failure; the effects of construction type and elapsed time under fire conditions on structural integrity; and the advantages and disadvantages of vertical and trench/strip ventilation.

(B) Requisite Skills. The ability to transport and operate ventilation tools and equipment; hoist ventilation tools to a roof; cut roofing and flooring materials to vent flat roofs, pitched roofs, and basements; sound a roof for integrity; clear an opening with hand tools; select, carry, deploy, and secure ground ladders for ventilation activities; deploy roof ladders on pitched roofs while secured to a ground ladder; and carry ventilation-related tools and equipment while ascending and descending ladders.

4.3.13 Overhaul a fire scene, given PPE, an attack line, hand tools, a flashlight, and an assignment, so that structural integrity is not compromised, all hidden fires are discovered, fire cause evidence is preserved, and the fire is extinguished.

(A) Requisite Knowledge. Types of fire attack lines and water application devices most effective for overhaul, water application methods for extinguishment that limit water damage, types of tools and methods used to expose hidden fire, dangers associated with overhaul, obvious signs of area of origin or signs of arson, and reasons for protection of fire scene.

(B) Requisite Skills. The ability to deploy and operate an attack line; remove flooring, ceiling, and wall components to expose void spaces without compromising structural integrity; apply water for maximum effectiveness; expose and extinguish hidden fires in walls, ceilings, and subfloor spaces; recognize and preserve obvious signs of area of origin and arson; and evaluate for complete extinguishment.

4.3.14 Conserve property as a member of a team, given salvage tools and equipment and an assignment, so that the building and its contents are protected from further damage.

(A) Requisite Knowledge. The purpose of property conservation and its value to the public, methods used to protect property, types of and uses for salvage covers, operations at properties protected with automatic sprinklers, how to stop the flow of water from an automatic sprinkler head, identification of the main control valve on an automatic sprinkler system, forcible entry issues related to salvage, and procedures for protecting possible areas of origin and potential evidence.

(B) Requisite Skills. The ability to cluster furniture; deploy covering materials; roll and fold salvage covers for reuse; construct water chutes and catch-alls; remove water; cover building openings, including doors, windows, floor openings, and roof openings; separate, remove, and relocate charred material to a safe location while protecting the area of origin for cause determination; stop the flow of water from a sprinkler with sprinkler wedges or stoppers; and operate a main control valve on an automatic sprinkler system.

4.3.15* Connect a fire department pumper to a water supply as a member of a team, given supply or intake hose, hose tools, and a fire hydrant or static water source, so that connections are tight and water flow is unobstructed.

(A) Requisite Knowledge. Loading and off-loading procedures for mobile water supply apparatus; fire hydrant operation; and suitable static water supply sources, procedures, and protocol for connecting to various water sources.

(B) Requisite Skills. The ability to hand lay a supply hose, connect and place hard suction hose for drafting operations, deploy portable water tanks as well as the equipment necessary to transfer water between and draft from them, make hydrant-to-pumper hose connections for forward and reverse lays, connect supply hose to a hydrant, and fully open and close the hydrant.

4.3.16* Extinguish incipient Class A, Class B, and Class C fires, given a selection of portable fire extinguishers, so that the correct extinguisher is chosen, the fire is completely extinguished, and correct extinguisher-handling techniques are followed.

(A) Requisite Knowledge. The classifications of fire; the types of, rating systems for, and risks associated with each class of fire; and the operating methods of and limitations of portable extinguishers.

(B) Requisite Skills. The ability to operate portable fire extinguishers, approach fire with portable fire extinguishers, select an appropriate extinguisher based on the size and type of fire, and safely carry portable fire extinguishers.

4.3.17 Operate emergency scene lighting, given fire service lighting equipment, power supply, and an assignment, so that emergency scene lighting equipment is operated within the manufacturer's listed safety precautions.

(A) Requisite Knowledge. Safety principles and practices, power supply capacity and limitations, and light deployment methods.

(B) Requisite Skills. The ability to operate department power supply and lighting equipment, deploy cords and connectors, reset ground-fault interrupter (GFI) devices, and locate lights for best effect.

4.3.18 Turn off building utilities, given tools and an assignment, so that the assignment is safely completed.

(A) Requisite Knowledge. Properties, principles, and safety concerns for electricity, gas, and water systems; utility disconnect methods and associated dangers; and use of required safety equipment.

(B) Requisite Skills. The ability to identify utility control devices, operate control valves or switches, and assess for related hazards.

4.3.19* Combat a ground cover fire operating as a member of a team, given protective clothing, SCBA (if needed), hose lines, extinguishers or hand tools, and an assignment, so that threats to property are reported, threats to personal safety are recognized, retreat is quickly accomplished when warranted, and the assignment is completed.

(A) Requisite Knowledge. Types of ground cover fires, parts of ground cover fires, methods to contain or suppress, and safety principles and practices.

(B) Requisite Skills. The ability to determine exposure threats based on fire spread potential, protect exposures, construct a fire line or extinguish with hand tools, maintain integrity of established fire lines, and suppress ground cover fires using water.

4.3.20 Tie a knot appropriate for hoisting tools, given PPE, tools, ropes, and an assignment, so that the knots used are appropriate for hoisting tools securely and as directed.

(A) Requisite Knowledge. Knot types and usage; the difference between life safety and utility rope; reasons for placing rope out of service; the types of knots to use for given tools, ropes, or situations; hoisting methods for tools and equipment; and using rope to support response activities.

(B) Requisite Skills. The ability to hoist tools using specific knots based on the type of tool.

4.3.21 Air Monitoring. Operate an air-monitoring instrument, given an air monitor and an assignment or task, so that the device is operated and the fire fighter recognizes the high- or low-level alarms of the air monitor and takes action to mitigate the hazard.

(A) Requisite Knowledge. Knowledge of the various uses for an air monitor, the basic operation of an air monitor, and recognition and emergency actions to be taken upon the activation of the high- or low-level alarms of the air monitor.

(B) Requisite Skills. The ability to operate the air monitor, recognize the alarms, and react to the alarms of the air monitor.

4.4 Rescue Operations. This duty shall involve no requirements for Firefighter I.

4.5 Preparedness and Maintenance. This duty shall involve performing activities that reduce the loss of life and property due to fire through response readiness, according to the JPRs in 4.5.1 and 4.5.2.

4.5.1* Clean and check ladders, ventilation equipment, SCBA, ropes, salvage equipment, and hand tools, given cleaning tools, cleaning supplies, and an assignment, so that equipment is clean and maintained according to manufacturer's or departmental guidelines, maintenance is recorded, and equipment is placed in a ready state or reported otherwise.

(A) Requisite Knowledge. Types of cleaning methods for various tools and equipment, correct use of cleaning solvents, and manufacturer's or departmental guidelines for cleaning equipment and tools.

(B) Requisite Skills. The ability to select correct tools for various parts and pieces of equipment, follow guidelines, and complete recording and reporting procedures.

4.5.2 Clean, inspect, and return fire hose to service, given washing equipment, water, detergent, tools, and replacement gaskets, so that damage is noted and corrected, the hose is clean, and the equipment is placed in a ready state for service.

(A) Requisite Knowledge. Departmental procedures for noting a defective hose and removing it from service, cleaning methods, and hose rolls and loads.

(B) Requisite Skills. The ability to clean different types of hose; operate hose washing and drying equipment; mark defective hose; and replace coupling gaskets, roll hose, and reload hose.

Practical application - All JPR's of NFPA 1001 must be successfully demonstrated by the student. In addition, the task book must be completed. The initial instructor can sign the first signature when the student successfully completes the skill. At a later date, a separate instructor not involved in the teaching of the skill to the student will observe and sign the task book if the student successfully performs the skill. The task book is located on the Florida State Fire Marshal website under the Bureau of Fire Standards and Training. The following JPR's must be demonstrated during the class.

4.2.1 Recognize and identify the hazardous materials/WMD and hazards involved in the hazardous materials/WMD incident, given a hazardous materials/WMD incident, and approved reference sources, so that the presence of hazardous materials/WMD is recognized and the materials and their hazards are identified.

(A) Requisite Knowledge. What hazardous materials and WMD are; basic hazards associated with classes and divisions; indicators to the presence of hazardous materials, including container shapes, NFPA 704 markings, globally harmonized system (GHS) markings, placards, labels, shipping papers with emergency response information, and other indicators; accessing information from the Emergency Response Guidebook (ERG) (current edition) using name of the material, UN/NA identification number placard applied, or container information charts; and types of hazard information available from the ERG, safety data sheets (SDS), shipping papers with emergency response information, and other approved reference sources.

(B) Requisite Skills. Recognizing indicators to the presence of hazardous materials/WMD; identifying hazardous materials/WMD by name, UN/NA identification number, placard applied, or container information charts; and using the ERG, SDS, shipping papers with emergency response information, and other approved reference sources to identify hazardous materials/WMD and their potential fire, explosion, and health hazards.

4.3 Initiate Protective Actions

4.3.1 Isolate the hazardous area and deny entry at the hazardous materials/WMD incident, given a hazardous materials/WMD incident, policies and procedures, and approved reference sources, so that the hazard area is isolated and secured, personal safety procedures are followed, hazards are avoided or minimized, and additional people are not exposed to further harm.

(A) Requisite Knowledge. Use of the ERG, SDS, shipping papers with emergency response information, and other approved reference sources to identify precautions to be taken to protect responders and the public; policies and procedures for isolating the area and denying entry; and the purpose of and methods for isolating the area and denying entry.

(B) Requisite Skills. Recognizing precautions for protecting responders and the public, denying entry and, avoiding minimizing hazards.

4.4 Notifications

4.4.1 Initiate required notifications at a hazardous materials/WMD incident, given a hazardous materials/WMD incident, policies and procedures, and approved communications equipment, so that the notification process is

initiated, and necessary information is communicated. (A) Requisite Knowledge. Policies and procedures for notification, reporting and communications; approved communications equipment, and the operation of that equipment.

(B) Requisite Skills. Operating approved communications equipment and communicating in accordance with policies and procedures.

V. DISTRICT-WIDE POLICIES:

PROGRAMS FOR STUDENTS WITH DISABILITIES

Florida SouthWestern State College, in accordance with the Americans with Disabilities Act and the College's guiding principles, offers students with documented disabilities programs to equalize access to the educational process. Students needing to request an accommodation in this class due to a disability, or who suspect that their academic performance is affected by a disability should contact the Office of Adaptive Services at the nearest campus. The office locations and telephone numbers for the Office of Adaptive Services at each campus can be found at <http://www.fsw.edu/adaptiveservices>.

REPORTING TITLE IX VIOLATIONS

Florida SouthWestern State College, in accordance with Title IX and the Violence Against Women Act, has established a set of procedures for reporting and investigating Title IX violations including sexual misconduct. Students who need to report an incident or need to receive support regarding an incident should contact the Equity Officer at equity@fsw.edu. Incoming students are encouraged to participate in the Sexual Violence Prevention training offered online. Additional information and resources can be found on the College's website at <http://www.fsw.edu/sexualassault>.

VI. REQUIREMENTS FOR THE STUDENTS:

List specific course assessments such as class participation, tests, homework assignments, make-up procedures, etc.

VII. ATTENDANCE POLICY:

The professor's specific policy concerning absence. (The College policy on attendance is in the Catalog and defers to the professor.)

VIII. GRADING POLICY:

Include numerical ranges for letter grades; the following is a range commonly used by many faculty:

| | | |
|----------|---|---|
| 90 - 100 | = | A |
| 80 - 89 | = | B |
| 70 - 79 | = | C |
| 60 - 69 | = | D |
| Below 60 | = | F |

(Note: The "incomplete" grade ["I"] should be given only when unusual circumstances warrant. An "incomplete" is not a substitute for a "D," "F," or "W." Refer to the policy on "incomplete grades.")

IX. REQUIRED COURSE MATERIALS:

(In correct bibliographic format.)

X. RESERVED MATERIALS FOR THE COURSE:

Other special learning resources.

XI. CLASS SCHEDULE:

This section includes assignments for each class meeting or unit, along with scheduled Learning Resource Center (LRC) media and other scheduled support, including scheduled tests.

XII. ANY OTHER INFORMATION OR CLASS PROCEDURES OR POLICIES:

(Which would be useful to the students in the class.)