

Utah Fire and Rescue Academy – Fire Officer I Administrative Issues (Module 1, Slide 2 & 3)

1. Certification Testing should be arranged by the Program Manager or his/her department representative. Date should be set already – is everyone aware of it? For Certification Students or Academic Students – Academic students: explain that the certification test will be their final exam and quizzes will count toward a letter grade.
2. **Administrative Handouts:** (Slide 1-3)
 - 1) **Title Page Example:** For all assignments, stapled in upper left corner – no exceptions – don't create your own style.
 - 2) **Grading Template:** Explains the expectations of the assignments.
 - 3) **Lesson Outline:** Gives the student an idea of the elements of a basic lesson plan should an assignment call for one.
 - 4) **Memo Example:** Gives the student a memo example to follow.
 - 5) **Officer I Certification Standards:** Have the student give their training record to the lead instructor.
 - 6) **Course Syllabus:** Make sure the student is aware of some important dates.

(Part of being a good officer is being a good follower, one reason for this exercise in precision is to see if they are paying attention to detail, without complaint or argument, and giving the instructor exactly what he/she is asking for. It will also flush out those who would argue or complain about having to do it. Any such complaint should be addressed immediately – ask if there is anything their Chief may be asking them to do that they complain about. – *They are not in a position to negotiate* – get used to it – when they are the Chief someday, and they have been a good follower, ONLY THEN they can ask others to follow them.)
3. All documents saved in *.rtf (rich text format) – this allows it to be opened by email, Word or WordPerfect.
4. You MUST have email access to continue in this class – generate an email list. Assignments will be either hard copied or emailed to the lead instructor on completion. At least one assignment will need to be emailed to the instructor as a minimum.
5. Time management is an essential skill for an officer. They will need to manage their time well in order to read and complete assignments.
6. **Lead instructor: make sure you gather the training records for each student from the standard and keep these so that you can record completion dates for the students.**
7. **Give students the email address to hand in assignments – usually the lead instructor's email unless other arrangements have been made.** There should be only one instructor who grades the papers for consistency sake. Papers will be sent back until they are correct to receive a passing score.
8. **Reading:** You should have read chapters 1, 3, 4, & 5 before class today. (for the 8 hour block) You should have read chapters 1, & 3 before class today. (for the 4 hour block)
9. **Explain that this class is going to require work and effort on their part to be successful** – An Officer is an important position, getting there is a journey, not a walk in the park.