



NORTHLAND

COMMUNITY & TECHNICAL COLLEGE

FIRE TECHNOLOGY

Student Policy and Procedure Manual

Welcome to NCTC's Fire Technology A.A.S Degree

The faculty of the Fire Technology program would like to welcome you to Northland Community and Technical College. You have chosen a career path that is both challenging and rewarding.

The following two years will be filled with knowledge and skills you will use for the rest of your career and life. This handbook has been designed to provide you, the student, with information about the program policies and procedures. It will also assist you in becoming familiar with NCTC Student Policies and Procedures.

We encourage you to contact us with any questions, concerns, or difficulties. We want to take care of these before they interfere with your performance as a student here at NCTC. We also look to your feedback as we continue to develop and improve our program. Remember, we are here for you and want all to succeed.

Charles Marcott

Fire Technology Program Director
Northland Community & Technical College
2022 Central Ave NE
East Grand Forks, MN 56721
Phone: 218-793-2590 1-800-451-3441
Cell: 701-741-1477
Fax: 218-793-2836
Charles.marcott@northlandcollege.edu

Chris Carlson

Instructor
Christopher.carlson@northlandcollege.edu

Paul Hansen

Instructor
Paul.hansen@northlandcollege.edu

Erik Quirk

Instructor
Erik.Quirk@northlandcollege.edu

Benjamin Rogers

Instructor
Benjamin.rogers@northlandcollege.edu

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I. Academic Information and Standards

1.1 Program Overview

The Fire Technology-AAS program provides students with basic and advanced instruction in firefighting techniques, fire prevention, rescue, and management of fire services. The major also includes education to become involved in all phases of the decision-making process from the entry level through the company officer level, focusing on improving productivity and safety. The program consists of approximately one-third general education and two-thirds technical coursework, including classroom and hands-on training to familiarize students with all aspects of firefighting from entry-level to advanced levels.

1.2 Statement of Nondiscrimination

Northland Community & Technical College is committed to a policy of nondiscrimination in employment and education opportunities. No person shall be discriminated against in the terms and conditions of employment, personnel practices, or access to and participation in programs, services, and activities with regard to race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance or sexual orientation, gender identity, gender expression, familial status or membership or activity in a local commission as defined by law (Title IX, Title II and Section 504). Northland Community & Technical College's and Minnesota State Board Policy 1B.1 Equal Opportunity and Nondiscrimination in Employment and Education and Procedure 1B.1.1, 1B.3 Sexual Violence Policy and Procedure 1B.3.1, and Minnesota State's Reasonable Accommodation in Employment Procedure can be found on the Northland Community & Technical College website at www.northlandcollege.edu/about-northland/policies-and-procedures/ or by contacting the Human Resources Office at 218-683-8630. Harassment of an individual or group on the basis of race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance or sexual orientation, gender identity, gender expression, familial status, or membership or activity in a local commission has no place in a learning or work environment and is prohibited. Sexual violence has no place in a learning or work environment. Further, the Minnesota State Colleges and Universities system shall work to eliminate violence in all its forms. Physical contact by designated system, college, and university employees may be appropriate to avoid physical harm to persons or property. This policy is directed at verbal and physical conduct that constitutes discrimination/harassment under state and federal law and is not directed at the content of speech. In cases involving oral statements and other forms of expression, Northland Community & Technical College will consider an individual's constitutionally protected right to free speech and academic freedom. The system office, colleges, and universities have

developed and implemented a complaint process to review complaints of discrimination/harassment or sexual violence.

Program Mission Statement

Engage – Educate – Prepare – Succeed!

1.3 Program Philosophy

The Fire Technology program wants to engage our students in learning. This fosters an educational environment that all will gain from.

We want to educate our students on the ways of the service. We will teach you the job requirements and the latest techniques for getting the job done.

We want to prepare you for the career you have chosen. We do this through the knowledge you will gain in class, skills, and clinical training.

Last but not least, we want you to succeed. You can go far through the training and knowledge you will receive at NCTC.

1.4 Program Goals/Objectives

Fire Technology

1. Students will demonstrate professional firefighting skills as outlined in the National Fire Protection Association standards.
2. Student will execute Emergency Medical Technician-Basic skills as identified by the Department of Transportation.
3. Students will organize fire prevention and fire education activities as outlined by National Fire Protection Associations standards.
4. Students will demonstrate practical, professional internal and external (written and oral) communication skills required of the firefighting industry.
5. Student will perform rescue operation skills outlined in National Fire Protection Association standards.
6. Students will safely execute hazardous materials response skills as outlined in National Fire Protection Association standards.
7. Students will use appropriate emergency management skills in various firefighting situations.
8. Students will operate and maintain fire apparatus and fire equipment properly as outlined in the National Fire Protection Association standards.

- ## **1.6 Program Curriculum Fire Technology**

EMTB 1100	EMT-B	6	3/3/0
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FIRE 100	Fire Service Principles	1	1/0/0
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This course provides an overview of the broad spectrum of the fire service, from the selection process, fire and emergency services careers, the fire and rescue problem in the United States, history and future of the fire service, and the chemistry and physics of fire, to fire prevention, training, department administration, and emergency incident management. It will also familiarize students with the primary duties of the modern fire department, including fire suppression, fire prevention, public education, emergency medical service, hazardous materials response, wildland fires, and swift water and urban search and rescue. Prerequisites: None

FIRE 1010	Fitness	1	0/1/0
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This course enhances students' knowledge on fire service fitness, health, and wellness. In this course, students will gain knowledge of basic exercise science, nutrition, fitness assessment, exercise programming, instructional and spotting techniques. Prerequisites: None

FIRE 1020	Technical Rescue I	3	1/2/0
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This course covers most of the operational objectives and some technician objectives for Rope Rescue, Confined Space Rescue, and Trench & Excavation Rescue as set out in National Fire Protection Agency 1670, Operations and Training for Technical Search and Rescue Incidents. Students will demonstrate the ability to work in these types of incidents from the operational perspective. This is a hands-on class and will be limited in size to maintain a safe teaching and working environment. Prerequisite: None.

FIRE 1030	Firefighter I	6	1/5/0
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This course covers the objectives of the Minnesota State Fire Certification Board for certification as a Firefighter I and II. The Minnesota State Fire Certification board objectives are based on the National Fire Protection Association's (NFPA) 1001 Standard on Fire Fighter Professional Qualifications. This will prepare students to function at or above the minimum level of training for entry into a fire protection career field.

Prerequisites: FIRE1100

FIRE 1050	Fire Protection Const.	2	2/0/0
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This provides the components of building construction related to firefighters and life safety. The elements of construction and design of structure are shown to be key factors when inspecting buildings, preplanning fire operations, and operating at emergencies. Prerequisites:

FIRE 1060	Fire Protection Systems	2	2/0/0
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This course provides a comprehensive and concise overview of the design and operation of alarm and detections systems, automatic fire sprinkler systems, special hazard fire protection systems, and security and emergency response systems.

FIRE 2000	Engine & Truck Functions	3	1/2/0
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This course covers the basic objectives of engine company work including the proper supply and use of water to fight fires and emphasizes that the engine companies should be focused on three major tactical priorities on the fire ground: life safety, extinguishment, and property conservation. And the basic objectives of ladder company work including the assignments of conducting a primary search, rescuing victims, forcing entry, and conducting proper ventilation techniques. Prerequisites: FIRE 1020.

FIRE 2010	Fire Prevention	2	1/0/1
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This course provides a comprehensive and concise overview of the history and philosophy of fire prevention, the agencies and organization involved in the field today, and the regulatory aspects and functions associated with plan review, inspection, fire protection systems testing, and fire investigation. It also covers the elements of public education and community risk reduction, as well as the logistics of record keeping, staffing, and financial management. Students will also perform two separate 8 hour shifts of ride alongs with a career inspection and code enforcement professional. Prerequisite:

FIRE 2020	Hazardous Materials	2	1/1/0
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This course teaches the necessary skills to protect oneself, fellow responders, and the public from exposure in a hazardous materials incident. Students will learn how to recognize and identify the presence of hazardous materials, the proper protective clothing to use, accepted decontamination procedures, how to establish an Incident Command System, and the proper standard operating procedures to maintain safety at the incident scene. The course follows chapters 4, 5, 6, and 7 of the National Fire Protection Association 472 standard, "Standard for Competence of Responders to Hazardous Materials/Weapons of Mass Incidents". Prerequisite: None

FIRE 2030	Safety & Survival	2	1/1/0
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This course introduces the basic principles and history related to the national firefighter life safety initiatives, focusing on the need for cultural and behavior change through the emergency services. Prerequisites: FIRE 1040.

FIRE 2040	Firefighter II	3	1/2/0
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This course covers the objectives based on the National Fire Protection Association's (NFPA) 1001 Standard on Fire Fighter Professional Qualifications and NFPA 1410 Standard on Training for Emergency Operations in a scenario-based environment. This will prepare students to function at or above the minimum level of training for entry into a fire protection career field. The student will function as a member of a team to accomplish emergency scene goals and objectives. Prerequisites: FIRE 1040

FIRE 2050 Fire Apparatus Operator 3 1/2/0

This course covers the objectives based on the National Fire Protection Association's (NFPA) 1002 Standard for Fire Apparatus Driver/Operator Professional Qualifications. It will define the main types of firefighting apparatus, such as pumpers, aerial apparatus, rescue vehicles, and other support apparatus typically found in the fire service. It provides an overview of apparatus construction, especially fire pumps, apparatus operation, preventive maintenance, and water flow calculations. This course will also serve as an introduction to the duties and responsibilities of a fire apparatus operator. A large portion of this class will involve actual operation of fire apparatus. Prerequisites:

FIRE 2060 Instructor I 2 2/0/0

This course teaches individuals entering teaching or instructing situations the basic skills necessary to function effectively in a classroom or drill ground setting. Given a lesson outline and resources, the student will present the prepared materials in a classroom and or hand on training session. Prerequisites:

FIRE 2070 Fire Behavior 2 2/0/0

This course explores the theories and fundamentals of how and why fires start, spread, and are controlled. Prerequisites: None.

FIRE 2080 Career Success 3 1/0/1

This course will prepare the student for success in acquiring and maintaining a career in the fire service. Students will be exposed to several different experiences and areas of fire suppression while riding with a paid, full time fire department. They will also develop a cover letter and resume, prepare for written and oral examinations, and be presented with information in preparation of a career in the fire and emergency field. Prerequisites: None

SCCI 1101 Human Relations 3 3/0/0

Fulfills MNTC Areas: 1, 2) This course allows students to gain an awareness of and improve upon personal and professional relationships, especially those appropriate to the workplace. This course also examines students current levels of self-awareness, communication skills, and abilities to adapt to a dynamic workforce. Students will assess their abilities to prevent or resolve conflicts, to gain self-efficacy, and their skills to form and to maintain healthy, productive, and professional relationships needed to contribute to their career success and quality of life they envision for themselves. The self-awareness and self-growth gained in this course will allow students to make decisions that are right for them in terms of needs, goals, values, and career success. Prerequisites: None

ENGL 1111 Composition I 3 3/0/0

(Fulfills MNTC Areas: 1, 2) The course is an introduction to college-level writing, focusing on descriptive, narrative, and expository essays. One essay will be a research paper using an appropriate documentation format. Prerequisites: ENGL0090, or appropriate writing assessment test score.

ENGL 2207 Technical Writing 3 3/0/0

(Fulfills MNTC Area: 2) This course covers forms, procedures, and techniques of collecting and presenting data for both formal and informal reports. Prerequisites: ENGL1111

G1: Communication Elective

SPCH 1101 Introduction to Public Speaking 3 3/0/0

(Fulfills MNTC Areas: 1, 2) This course increases students' skill in oral communication of thoughts to an audience. It includes the selection and evaluation of topics and source materials for public speaking, the composition and organization of speech, and effective presentation techniques. Prerequisites: None

SPCH 1103 Interpersonal Communications 3 3/0/0

(Fulfills MNTC Areas: 1, 2) This course introduces the techniques necessary for effective one-to-one and small group communication. Topics included are communication principles and processes, self-concept, perception, emotions, verbal and nonverbal communication, listening and feedback skills, assertiveness, conflict resolution, interpersonal relationships, gender and cultural influences. Prerequisites: None

G4: Math/Logical Reasoning Electives

(Fulfills MNTC Area: 4) This course covers basic algebraic operations, linear and quadratic equations and inequalities, variation, functions and their graphs, binomial expansion, theory of equations, rational equations, conic sections, exponential and logarithmic functions, and systems of equations. Students who have taken MATH1113 will not receive credit for this course. Prerequisites: MATH0094, or MATH0098, or appropriate Math assessment test score.

(Fulfills MNTC Areas: 2, 4) This is a Liberal Arts math course for students who wish to acquire a broad background in mathematics without taking a traditional math course. Content area includes but not limited to critical thinking, problem solving, symbolic logic, number theory, algebra, geometry, probability, and statistics. Prerequisites: MATH0090 or appropriate Math assessment score.

The FT program abides by NCTC policies. The most current college policies can be found at <http://www.northlandcollege.edu/about-northland/policies-and-procedures/>. Many, but not all, of these policies, can also be found in the NCTC Student Policy Handbook found at <http://www.northlandcollege.edu/handbook/>

- Please enter discussions freely and enthusiastically.
- Feel free to share experiences that are appropriate and applicable to the current discussion. Confine your discussions on the topic at hand.
- Only one person should talk at a time.
- Avoid private conversations during class (be courteous to your classmates and the instructor).
- Be patient with other class members. Appreciate the other person's point of view.

A minimum grade of a "C" must be obtained to pass all courses. The methodology used is listed below.

93% - 100%	= A
85% - 92%	= B
75% - 84%	= C
65% - 74%	= D
64% and below	= F

1.9 Criteria for Program Probation and Dismissal

A student enrolled in the FT program who does not meet the following criteria will be placed on program probation and subject to dismissal consisting of but not limited to:

- Individuals not meeting the satisfactory academic progress established by the College as written in NCTC Academic Progress Policy (found in the NCTC Student Policy Handbook at <http://www.northlandcollege.edu/handbook/>)
- Falsification of any class records or assignments to include job skills records and in or out-of-class assignments.
- Any dishonest practices demonstrated by the student include stealing and cheating on assignments and examinations.
- Insubordination with school, ride-along, or internship staff.
- Discourteous treatment of patients, the staff, the public, members of other agencies, fellow students, or school faculty and staff.
- Any breach of patient or staff confidentiality.

1.11 Disciplinary Procedure – Sequence for Behavioral Reasons

- Upon determination of a student's inappropriate conduct, the faculty member who was involved will meet with the student to discuss the matter and inform the student of the specific conduct that is deemed inappropriate. A verbal warning concerning the inappropriate behavior will be given to the student, and a written record of the behavior will be placed in the student's program file.

- If the student's conduct and behavior do not improve, the instructor involved will meet or speak a second time with the student, at which time a written warning is given with documentation of specific actions needed to improve performance. A copy of the documentation will be placed in the student file, with a copy sent to the Dean of Allied Health and Nursing. There will be a deadline given for definite measurable improvement to be demonstrated by the student.

- If satisfactory improvement is not demonstrated before the deadline, the FT Program Director may place the student on FT Program probation or dismiss the student from the program.

- Any action under this section may be appealed as outlined in the NCTC student complaints: Grievances Policy (3240 and 3240P)

1.12 Academic Integrity Policy

The FT Program abides with the NCTC Academic Dishonesty Policy outlined in the NCTC Student Policy Handbook. Academic dishonesty or cheating includes, but is not limited to:

- Copying from another student's test paper and/or collaboration during a test with any other person by giving or receiving information without authority;

using materials during a test not authorized by the instructor

- Stealing, buying, or otherwise obtaining all or part of an un-administered test or information about said test.
- Selling, giving, or otherwise supplying to another student for use in fulfilling an academic requirement, any theme, report, term paper; or submitting as one's own, in fulfillment of an academic requirement, any theme, report, term paper, essay, or other work prepared totally or in part by another.
- Submitting nearly identical work that one has previously offered for credit in another course, without prior approval of the instructor

Plagiarism and cheating in any form is subject to disciplinary action, including but not limited to a failing grade for the test or assignment, a failing grade for the course, and/or probation from the FT Program.

1.13 Academic Progress

Standards of academic progress are established to require students to progress satisfactorily and timely toward the completion of their degree. Students are responsible for their academic progress and for seeking assistance when experiencing academic difficulty. Students are encouraged to work closely with their advisor or a counselor to ensure that they are successfully completing graduation requirements and maintaining satisfactory progress.

All FT Program general education and technical courses must be completed with a grade of "C" or higher. If students do not obtain a minimum grade of "C" in any course within the FT the course must be retaken (NCTC policy allows a maximum of 3 attempts) until a grade of "C" or higher is achieved.

The grading scale for the Fire Technology Program is as follows:

93%- 100% = A

85% - 92% = B

75% - 84% = C

65% - 74% = D

0% - 64% = F

1.14 Academic Grievance / Petitions

It is the policy of Northland Community and Technical College Fire Technology Program to work with students in finding a fair and just solution to problems that may arise, including grievances,

questions, misunderstandings, or discrimination. Students are urged to first take their problems to the instructor of the course in which the problem occurred. If the student and instructor are unable to come to an agreement, the student can then take their issues to the FT Program Director. If the student and FT Program Director are unable to come to an agreement, the student can write up their complaint/grievance on an Appeal/Petition Form which can be found in Student Services. This complaint/grievance will be reviewed by one of two standing committees, which will report their findings back to the student. Students may then appeal the decision or recommendation if desired. A student may also appeal a final grade or any grade received on cumulative work used in calculating the final grade. Grade appeals must be first directed to the instructor who assigned the disputed grade. If the informal process does not resolve the matter, the student may file a formal grade appeal in writing by using the Student Appeal/Petition form. This form must be submitted within 30 days of receipt of the grade to the Registrar's Office. The Registrar's Office will forward the appeal to the appropriate Academic Dean for consideration. The dean will discuss the issue with the student and the faculty member to gather information and attempt to resolve the issue as appropriate. The dean, at his or her discretion, may also convene an ad hoc committee of faculty to advise him or her in the consideration of the appeal. The dean will make a decision regarding the appeal and notify all relevant parties in writing of the decision within 10 academic days of the receipt of the grade appeal. The student may appeal the dean's decision within 10 days if there is additional relevant information that supports the appeal. The College cannot change the grade assigned by an instructor unless presented with clear and convincing evidence that the grading procedure was biased, did not reflect sound educational practices, or was inconsistent with the common course outline and course syllabus.

1.15 Withdrawal

Students considering withdrawal from the program should discuss the matter with the FT Program Director and/or their academic advisor. Students need to follow NCTC policies and procedures regarding program and course withdrawal, which can be found in the NCTC Student Policy Handbook.

1.16 Conditions for Readmission

1. Students must meet all college and program admission requirements.
2. The student must request readmission to the program in writing.
3. Program faculty will determine the appropriateness for readmission on a case-by-case basis, considering factors such as the student's status at the time of exit from the program, reason for program withdrawal, justification for readmission, adequacy of program space and staffing levels.
4. The student must follow the policies and procedures of the program, which are consistent with the academic year he/she is readmitted.
6. If the content of any course is different from when the student initially took the course prior to withdrawal from the program, the student will be required to complete all course syllabi objectives and goals, pass all skill checks, quizzes, and

- exams for the new information. FT faculty will develop appropriate materials to meet the new or revised objectives.
7. The student is responsible for maintaining the ability to satisfactorily perform all previously-learned skills. Demonstration of satisfactory performance will be required prior to readmission into the program.

1.17 Graduation Criteria

Upon successful completion of the following criteria, Northland Community and Technical College will grant an Associate of Applied Science Degree with a major in Fire Technology.

- Credit Courses: Students are required to complete all program general education and technical coursework. A minimum grade of "C" is required in all general education and technical courses within the Fire Technology Program.

The graduation date will be defined as the month of graduation commencement. In order to qualify to participate in commencement, a student must have met all program requirements and be in good academic standing.

1.18 Transfers into Program

A student may transfer from another FT program provided that the student meets the following criteria:

- The NCTC and FT Program application and registration procedures are completed.
- All NCTC courses must be taken in their entirety even if students have successfully completed units of the course in another FT program.

1.19 Audit

A student may be able to audit a FT Program course which has been previously completed depending on the availability of space in the course. A plan must be discussed and approved by the FT Program Director before registering to audit the course. The student must also follow the NCTC Grading Policy, which can be found in the NCTC Student Policy Handbook/Planner.

1.20 Certifications

The NREMT Basic, MFSCB FF I, and FF II exams are not a requirement of this program. However, NCTC FT highly recommends that these exams be completed in order to assist in the employment process.

1.21 Field Trips / Off-campus Class Sessions

At times within the FT Program, students and faculty may travel off campus for departmental-related field trips and off-campus training sessions. The following procedures apply to off-campus experiences:

1. The use of private vehicles for field trips and off-campus laboratory sessions is prohibited unless approved by the college administration.
2. All NCTC and FT Program Policies and Procedures are applicable during the off-campus experience.
3. FT Program faculty will accompany and supervise students participating in

1.22 Program Costs

Please keep in mind that the costs listed below are not exact and may vary slightly due to purchasing agreements and curriculum revisions.

Books	\$1,800.00
Tuition - non FIRE credits	\$2,640.00
Tuition - FIRE credits	\$8,740.00
Student Association Fee	\$21.70
Student Life Fee	\$409.20
Technology Fee	\$589.00
Parking Fee	\$186.00
Uniforms	\$150.00
State Cert Exam	\$200.00
Turnout Gear	\$2,000.00
Internship - Transportation / Housing	varies
Total	\$16,735.90

II. Facilities and Services

2.1 Ride-along

- Punctuality:

The students are expected to arrive for (FIRE1080) Career Success with enough time allotted to prepare for the ride-along shift so that they are ready to participate at the start of the scheduled shift. This time of arrival shall be 20-30 before shift start time.

- Student identification:

During attendance at the ride-along site, the student will wear at all times identification that must be worn on the front of the shirt, obtaining first, and last name, and school affiliation. This can be accomplished by using the student ID as the name badge in a holder.

- Dress code:

- a. The uniform for a ride-along will be charcoal pants with a program polo, black uniform-style boots (with steel or safety toes), and a black belt.
- c. The uniforms must be kept clean and neat in appearance at all times.
- d. Hair must be neat and clean. If longer than collar length, it will be tied up for a neat appearance as well as a safety factor.
- e. No facial hair, with the exception of a mustache, shall be allowed. The mustache may go no further than ½" down from the top lip
- a. No jewelry i.e. necklaces, earrings. Earrings may be worn but only **post earrings**. This is a safety factor keeping in mind what a violent patient may have to grab you by.
- g. The student must provide for themselves and wear protective equipment in accordance with NFPA and OSHA to protect themselves. Exam gloves are typically provided by the ride-along site.
- h. Remember, you represent NCTC, the faculty and staff of the college, your fellow students, and yourself.

- i. *If the dress code is not adhered to, you may be sent home by the ride-along staff, and this will be viewed as a missed shift without prior notice, thus, you will receive a grade of "F" for that shift.*
- j. It is a policy that no perfumes or colognes be worn.

- Equipment:

The student will be required to provide the following equipment for their personal use on ride-along:

- a. Structure firefighting PPE:
 - a. Coat
 - b. Pants
 - c. Boots
 - d. Helmet
 - e. Hood
 - f. Gloves
- b. Black ink pen
- c. Watch with a sweep second hand or other means in which to count pulse and respiratory rates
- d. Proper eye protection (safety glasses)
- e. Other personal equipment is at the discretion of the student, clinical preceptors, and program faculty

- Schedules

Schedules for (FIRE1080) Career Success participation shall be distributed as soon as practical. Once a schedule has been assigned, changes will not be allowed with the exception of an emergency situation and prior approval of the faculty.

- Attendance:

- a. Attendance is required on scheduled shifts.
- b. If you need to reschedule a shift after it has already been scheduled, prior notification must be given to the program faculty. Your request will be accommodated as the schedule and clinical site availability permits. If it cannot be rescheduled, you will be expected to show up for your originally scheduled shift.
- c. If a rescheduled shift is missed, you will not be rescheduled again, and a score of "F" will be recorded for that shift.
- d. **Students will not be late for the start of shifts.** It is expected that the student will be ready to respond to calls at the start of the shift. If you feel that you need time to prepare yourself or to locate the appropriate facility or area, you then need to show up early.

- Conduct:

You will be doing ride-along time with professional firefighters. Your conduct is expected to reflect a professional attitude and behavior. Any conduct, communications, actions, or behavior is deemed "unprofessional" by the staff, they have the right to dismiss you from

your shift prior to the end of the scheduled time. If this occurs, a follow-up investigation will be performed by the NCTC faculty.

- Documentation:

- a. The student will complete documentation of every incident (run) they are involved with. This documentation will be performed on the forms provided for the course. Failure to document all responses and have them reviewed by the preceptor will result in a grade of an "F" for that shift.
- b. All other documentation and paperwork required for the clinical rotation must be completed in accordance with the guidelines for the course.

- Immunizations:

Prior to being allowed to start any clinical rotations, the student will acquire all of the current immunization required in the current clinical contracts and provide proof of immunizations through the current processes utilized by Northland Community and Technical College.

- Enrollment:

Job Skills course enrollment may be limited. If an excess number of students qualify for a particular job skills course, the Course Enrollment policy, as outlined in the NCTC Student Handbook, will be followed.

- Patient/Staff Confidentiality:

Patient/Staff confidentiality is considered of utmost importance. The students are expected to maintain this confidentiality. Any breach of any patient or staff confidentiality will result in immediate removal from the clinical site, and disciplinary action will follow the Student Conduct Policy of the NCTC Student Handbook to include the possibility of immediate dismissal. Before attending the ride-along session, the student will be required to complete a HIPPA course which will be located in the D2L shell.

- Job Skills Sites:

Presently all job skills sites are local. If remote job skills sites are utilized, it will be the responsibility of the student to provide transportation, housing, and meals for themselves for these rotations. The sites that will be used are East Grand Forks Fire Department, Fargo Fire Department, and Grand Forks Fire Department.

- Skill Tracking Requirements:

The student will be responsible for tracking the skills. This information must be accurate to include successes and nonsuccesses. Any falsification of these records will be handled by following the Student Conduct Policy of the NCTC Student Handbook.

- Expectations

The following are expectations put forth by job skills sites for students:

- a. It is expected that students will comply with instructions when the patient, student, or staff's health/safety is of concern. Failure to comply with staff instructions will result in termination of that clinical day.
- b. To conduct themselves in a professional and civil manner with patients, staff, the general public, and entities that we work with. To refrain from behavior that would indicate a concern for the safety of patients, staff, the general public, or entities we work with.
- c. Any situations that arise concerning student performance or behavior on ride-along will be addressed at a meeting between NCTC and Job Skills Site.
- f. A written agreement between NCTC and the student will be made with any student involved in an incident. This agreement will come from the meeting with the Job Skills site representative and the NCTC representative. This agreement will address the actions and expectations and would be signed by both the student and the NCTC.
- g. A second occurrence will result in the Job Skills site notifying the NCTC that the student will not be rescheduled at the site for the future ride-along.

2.2 Study Areas

NCTC Lecture rooms and classrooms will be assigned to the student when they register for classes. Any room change for the day or semester will be either posted on the door or sent to you by e-mail.

2.3 Student Records and Exam Copies

The FT program maintains files that include department/student forms, consent forms, waivers of liability, contacts, or correspondence. These files are maintained for all students and are stored in a locked office. Students may review the contents of their file during the day when the program director is available. Information will be maintained for one year after graduation to assist faculty in providing employment references for students (with signed consent). After one year, the files will be destroyed.

2.4 Learning Center

The NCTC Learning Center serves as a resource for students who want to improve their academic performance. The Learning Center provides a variety of student services, including individual and group tutoring, assistance with improving study and communication skills, diagnostic and placement testing, and Limited English Proficiency (LEP) Support services. The Learning Center also plans for and provides services for students with disabilities. Students should not hesitate to contact the Learning Center if they feel they are having difficulty in any course. The phone number for the Learning

Center is (218) 793-2382. This center is for student assistance and not a crutch to lean on for your entire career.

2.5 Library

The NCTC library has a variety of holdings appropriate for the FT program. Online access to many journals is available through ProQuest. The library also has subscriptions to Fire Service prints and journals.

2.6 Computer Use

Computer access is available in the library and in other computer labs throughout the college. Owning a laptop is not a requirement of the FT program, but it is highly recommended. Please refer to the NCTC Student Policies for appropriate computer use guidelines.

2.7 Disabilities

Students with documented disabilities may require reasonable accommodations. In order to receive the accommodations, a student must:

- Initiate a request for services through the campus Disabilities Coordinator, located in the Learning Center.
- Provide documentation verifying the disability
- Follow the plan as determined after consultation with the campus Disabilities Coordinator

Please refer to the NCTC Student Policy Handbook for more information regarding services available for students with disabilities.

There may be classes and instances in the FT program where certain accommodations will not be granted due to the nature of the class.

2.8 Equipment

Students are often shown skills using special pieces of equipment that the NCTC FT program has. If a student wishes to practice these skills on their own time they must contact their instructor for access to the bay area. At no time is the equipment allowed to leave the bay.

III. Program Policies and Procedures

3.1 Professional Behaviors

Professional behavior by students is expected at all times. Students are expected to follow professional standards when in the classroom, bay area, and clinical settings.

3.2 Professional Appearance

In the interest of safety and professionalism, students are expected to adopt the following professional appearance behaviors during class and time on campus.

- Trimmed, clean nails
- No excessive jewelry
- No excessive Makeup
- No visible face or mouth jewelry/piercings other than small earrings located in the ears.
- No offensive body odor
- Neat, clean, appropriate clothing
- Hair neatly groomed and out of face
- No facial hair other than a mustache that may not exceed ½" below the top lip
- Fire Technology-approved uniform is required for any and all field trips and clinical sessions. This uniform may be required for on-campus activities at the discretion of the program director or the individual class instructor.

Exceptions to the FT dress code may be made for religious, cultural, or medical reasons.

3.3 Food and Beverages

All eating and drinking on campus will be limited to the cafeteria.

3.4 Attendance Policy

The NCTC FT Program faculty members have a responsibility to ensure that all FT students have an adequate background, including competence in technical skills. The faculty must ensure that each student is able to utilize these skills and knowledge in a safe, competent, and professional manner. Learning experiences in the FT Program are arranged sequentially to ensure that new information, knowledge, and skills are integrated with previously introduced material. In addition, the curriculum includes opportunities for collaborative learning, where interaction between and among students and faculty are critical components of the student's learning. Therefore, these learning experiences cannot be repeated, and attendance is a professional responsibility. NCTC expects that students will participate in all scheduled classes, laboratories, and clinical education experiences. Students are expected to be in class on time and to attend a minimum of ninety (90) percent of each component of the course in order to receive a passing grade. If an absence is anticipated, it is the STUDENT'S responsibility to notify the instructor in person or by phone/email prior to the scheduled class. It is also the student's responsibility to adjust their travel time to suit anticipated weather conditions to ensure that the student arrives at school or clinical on time for class. Some courses will indicate "Must Attend" days. If one of these dates is missed, a fail will be administered for that course no matter what the current letter grade is.

An absence would be excused for a personal or family medical emergency or a death in the family. Vacations are not routinely excused absences. The course instructor has the right to not approve the student's reason for being absent from class.

Students are responsible for making up the work missed during any absence. If it becomes necessary to add/drop a course or withdraw from a course, it is the student's responsibility to complete the college's approved withdrawal process as outlined in the current NCTC catalog.

Students must schedule co-requisite courses so they do not conflict with required FT classes, labs, and ride-along education experiences.

If the student does not initiate course withdrawal with their academic advisor and instructor, the student will be considered an enrolled student in the course and will receive a grade appropriate for what grade was achieved while enrolled.

Students absent from an examination, class lecture, skills training, or other graded activity will receive a "0" grade for the item unless other arrangements are made with the individual instructor **before** the graded activity is conducted. It is the responsibility of the student to contact the appropriate instructor to arrange to make up missed classes. This arrangement should be performed in person or by e-mail. The instructor will decide the time and method of make-up examinations on an individual basis. Messages sent by other students are not acceptable. The student is responsible for notifying the instructor of the reason for the absence. The instructor or the Fire Technology Program Director may request verification of stated reasons for student absenteeism (i.e. Military duty, outside training, clinical attendance, etc.) Students will receive 2 excused absences from classes with participation-based grading items. These excused absences will only apply to the participation portion of the grading for that class period, not any associated quizzes, tests, skill evaluations, or any other graded item. Arrangements must be made ahead of time to make up these graded items. Any absences for any reason past the 2 excused will be assessed a "0" for participation graded items. The student may be required to complete additional assignments to make up for these absences and receive a participation grade for that class period.

3.5 Rescheduling of Classes

On occasion, classes may need to be rescheduled. Efforts will be made to reschedule at a time that the majority of students can attend.

In the event a faculty member must cancel a class session, the faculty member will use the class cancelation process, which will notify by e-mail and text as long as the student has signed up for the WENS program. In some cases, it may be another faculty member that will notify students of a canceled class due to the time frame allotted.

3.6 Program Safety and Security

All classroom and lab equipment is the property of NCTC and is not for personal use. Students are expected to exercise safety and good judgment when using all college equipment.

- Unsafe performance in any course, practical examination, or any skill check may result in a failing grade in a course even if adequate points for passing the course, practical exam, or skill check were earned.
- The use of program electrical equipment or the practice of skills involving electrical equipment can only be performed with faculty supervision. Electrical equipment can be used, but not plugged in, during unsupervised lab practice if the student has passed their faculty skill check with that piece of equipment.
- All bay equipment and supplies must be returned to their proper place of storage after use. No equipment may leave the lab without faculty approval.
- Students will follow college policies in the event of a building evacuation. These policies can be found in the NCTC Crisis Management Plan.
- Cost and liability of travel to and from off-campus clinical experiences, including, but not limited to, field trips, off-campus lab sessions, clinical education experiences, and service-learning projects, are the responsibility of the student.

3.7 Skills Checks

A skill check is an assessment of a student's ability to demonstrate competence in an FT skill.

Students will then have the opportunity to work on any problem areas prior to being tested by a course instructor (this may be accomplished on the student's own time). Skill checks will be performed during open lab times or during scheduled course labs if there is time. The score earned with the course instructor must be 75% or higher, or the skill check must be retaken.

Skill checks contain safety elements of FT skills that must be completed in order to pass the skill check. If a student fails any safety element, they automatically fail the skill check and must retake it. Cueing by the instructor needed to complete a skill check results in a reduction of a student's score.

It is the student's responsibility to make sure all skill checks have been completed prior to the end of the semester.

Students who have successfully passed a skill check are considered to have demonstrated competence in that skill and are expected to maintain their competence through regular review of the skill.

3.8 Practical Exams

Practical Exams are used to assess a student's ability to effectively and safely integrate course material and perform a course's skills and objectives. Practical exams integrate content from current and prior program courses. Practical exams must be passed with a score of at least 75% and can be retaken one time if a 75% score is not achieved.

Unsafe behavior during a practical exam is, at the instructor's discretion, grounds for immediate failure of the practical exam.

3.9 Immunizations and Health Screening

Students enrolled in a Health and Human Services Program (HHSP) at NCTC participate in clinical training as an essential element of their studies. To protect the health of students, patients, employees, and others and to comply with current institutional and clinical site-required immunizations.

On the Health Screening Form, students will provide dates of current immunization against tetanus-diphtheria, rubella, and rubeola/mumps; evidence of chickenpox immunity; and the dates of their hepatitis B immunization series, if completed. A hepatitis B vaccine declination waiver is located on the back of the Health Screening Form for students who have either not completed the hepatitis B vaccine series or do not plan on going through the hepatitis B vaccine series.

The College will follow procedures for maintaining these immunization and health screening records as private educational data in accordance with federal and state privacy laws. The student immunization record will be maintained for five years from the date of graduation or the last date of attendance.

3.10 Personal Property and Valuables

NCTC and the FT Program do not accept responsibility for the loss of personal items. Theft may occur on campus, and students should secure their valuables accordingly. Lockers are available on campus for student use.

3.11 Medical Emergency in the Classroom

Students are expected to respond quickly to an emergency. Universal methods of treatment common to most emergencies are listed:

- If someone else is in the room, ask him/her to report the emergency to a faculty member or college staff. If appropriate, call for medical assistance (911) or have someone else call

-Access vital signs and begin CPR if appropriate

3.12 Financial Aid

To assist students in meeting college costs, NCTC offers a comprehensive program of student financial aid. For more information on eligibility and application procedures, inquire at the Financial Aid Office located in Student Services and refer to the current NCTC Student Policy Handbook.

3.13 Confidentiality/Data Privacy

NCTC has designated that certain data is considered public or private data. Please see the NCTC Student Policy Handbook for details on this policy.

In keeping with NCTC's Data Privacy Policy, the FT Program will maintain privacy/confidentiality in the following manner:

- Grades will be posted using the online Desire2Learn (D2L) system, which requires students to sign in using an individual password.
- All exams, quizzes, and assignments will be returned in a manner that does not expose the grade.
- Feedback is provided after skill checks and practical exams with only the student and instructor(s) present. When necessary or helpful, instructors will obtain permission if they would like to provide feedback in front of other students
- Requests for student information from any government agency will be referred to the Registrar's Office
- Students will sign a confidentiality agreement which applies to maintaining the privacy and confidentiality of patients during all clinical experiences.
- Students are instructed in basic HIPPA (Health Insurance Portability and Accountability Act) policies and procedures for proper use and handling of confidential patient/client information. They are also required to pass an online instructional module/knowledge test prior to their first clinical education course.

3.14 OSHA Regulations

A listing of all hazardous substances found at NCTC can be found at:

<https://msdsmanagement.msdsonline.com/?ID=39ABD836-72E5-4CED-92C9-708731CAFC19>.

3.15 Laundry Usage

The FT program has an extractor washing machine. This unit is designed for washing and cleaning firefighting turn-out gear. Please do not wash your gear in your apartment or home washing machine. The contaminants that are on your gear will now be placed on the next load of laundry placed in that machine. The extractor is here for you to use. Please request training from a faculty member before use of the machine.

3.16 Electronic Devices

All pagers, cell phones, and other electronic devices that may disrupt the classroom must be turned off (or silenced if you need one on due to child care, etc.) during lecture and lab periods. Cell phones and other electronic devices must be turned off during off-campus labs and field trips. You will have opportunities to check your phone for messages during scheduled breaks or between classes. If you have an emergency situation where you are waiting for a call, let the instructor know this before class. Calculators may be allowed for specific quizzes/tests/exams. Tablets or other internet, recording, or messaging devices of any kind are not allowed during testing. Audio or video recording of lectures, laboratory sessions, etc., may only be performed with the expressed permission of the instructor.

3.17 Informed Consent

Students within the FT program are expected to perform a variety of skills in the classroom and laboratory for educational purposes. This participation is very important to the learning process. Students must sign a consent form and a General Waiver of Liability at the beginning of the semester. Consent forms will be kept on file in the FT Program Director's office. General Waivers will be kept on file in Student Services.

3.18 Photography/Videotaping

FT students, on occasion in classroom and laboratory settings will be simulating a work environment and will practice on one another. During this time you may be videotaped or have digital pictures taken of you, both of which will be used only for educational and marketing purposes. You will be asked to sign a permission form to allow videotaping and digital photography at the start of the year in the FT Program. This form will remain in effect for the duration of the year.

3.19 Background Study

Minnesota law requires that any person who provides services that involve direct contact with patients and residents at a health care facility licensed by the Minnesota Department of Health have a background study conducted by the state. An individual who is disqualified from having direct patient contact as a result of the background study, and whose disqualification is not set aside by the Commissioner of Health, will not be permitted to participate in a clinical placement. Failure to participate in a clinical placement required by the academic program could result in ineligibility to qualify for a degree in that program. NCTC health care students must pass both a national and state background study prior to starting ride-along educational experiences.

3.20 Driving Records/Training

Each semester students will perform a background study for their driving records. This will be completed as soon as possible in the fall semester. When a record is produced as either ELIGIBLE or INELIGIBLE a copy of the form will be submitted to the program director.

After the form has been completed the student will go through a driver training course. An online course and practical driving course must be completed before a student will be considered ready to operate any of the Fire Technology apparatus or vehicles. This course will be administered in the fall term and all students will be notified within the first two weeks of the dates the class will be held.

3.21 Essential Functions

Northland Community and Technical College Fire Technology Program Essential Functions for Fire Technology Students

There are several important factors for you to consider when you are determining your future career directions. To be successful in the classroom and in your job following graduation, you should be able to meet all of the following expectations:

1. Attend class each week and perform 2-3 hours of out-of-class work for each credit taken.
2. Complete all assignments on time.
3. Participate in classroom discussions.
4. Perform or instruct others in a classroom setting
5. Use sound judgment and safety precautions (exposure to bloodborne pathogens and/or infectious diseases may occur as part of the educational experience). Students are trained in safety/infection control and are expected to follow these guidelines to avoid contracting or transmitting disease.
6. Meet class standards for successful course completion.
7. Use critical thinking when making decisions.
8. Follow standards stated in the Fire Technology Program Policy and Procedure Manual.
9. Address problems or questions to the appropriate person at the appropriate time.
10. Maintain classroom, work area, equipment, supplies, personal appearance, and hygiene conducive to a professional setting as appropriate.
11. Behave in a competent, professional manner.

Physical requirements for the Fire Technology Program include the need to occasionally, frequently, or continually:

1. Sit 2-4 hours per day with lecture blocks for up to 3 hours.
2. Stand 1-7 hours with lab time blocks of up to 7 hours.
3. Lift to 60 pounds.

4. Push/pull up to 50 pounds of force exerted at waist level.
5. Squat or stoop.
6. Use auditory, tactile, and visual senses to assess the status of an individual.
7. Demonstrate good standing and unsupported sitting balance.
8. Demonstrate good finger dexterity.
9. Coordinate verbal and manual instructions.
10. Communicate effectively with various people through written, verbal, and nonverbal methods.
11. Use hands repetitively.
12. Shift weight in sitting or standing.
13. Demonstrate the ability to use a firm grasp while using the equipment.
14. Reach above shoulder level.
15. Kneel, kneel-stand, and half kneel.
16. Physically move and transfer patients.

Students who have concerns about the ability to perform any of these functions should contact the Fire Technology Program Director at (218) 793-2590. Individuals with disabilities may request reasonable accommodations or information by calling the NCTC Learning Center at (218) 773-4629.