

Revised: June 16, 2011

**Fire Science 105** “Fire Protection Work Experience”

**Instructor:** Capt. Bill Long, SFFD (Retired) & Chief Brendan O’Leary, SFFD (Retired)

**Telephone:** Capt. Long (415) 920-6032 & Chief O’Leary (415) 452-7181 Fax: (415) 239-3810

**Required Class Meetings:**

1-3 PM in Cloud Hall 349 on 08/12, 10/13, 12/15/2011

(don’t sign up for the class if you can’t make all class meetings)

**Emails:** wlong@ccsf.edu & boleary@ccsf.edu (**CCSF – gmail is used for all communications**)

**Class Web Sites:**

<http://www.ccsf.edu/~firesci> (has all required paperwork that can be downloaded)

[www.classpress.com](http://www.classpress.com)

**(weekly blogs required to be submitted on Sunday’s for the previous week’s activities)**

**Course Description:**

Students will be linking classroom learning with an actual job experience in the fire protection field by volunteering as interns in various divisions, bureaus and other assignments within the San Francisco and South San Francisco Fire Departments. These assignments require the student to learn professional behaviors with co-workers and the public.

The student is expected to maintain a dress code (dark pants with “CCSF Fire Academy” “T” or light blue short sleeve shirt as required) and good grooming standards while participating as an intern.

The student is required to follow all rules and regulations of the agency they are interning at and to follow class requirements related to paperwork & class meeting dates.

This course requires Knowledge’s, Skills and Abilities accrued from graduation from a fire academy and Medical First Responder or EMT skills – No firehouse assignments will be made if one does not have the above requirements, the instructors will attempt to provide non-firehouse assignments as available.

**Textbook** - As needed and assigned by the instructor

**Grading is based on the following elements:**

1. **Two sets of Blog Summaries required:** (1) through (7) due at the 2nd class meeting and weeks (8) through (15) due at the last class meeting
2. **Three required class meetings at Phelan Campus on:** 08/12, 10/13, 12/15/2011 (a Friday & Thursdays) @ 1-3pm in Cloud Hall, Room 349
3. **2nd required class meeting** is a resume writing seminar  
Bring **Blog summaries** to class for weeks (1) through (7) (typed or printed)
4. **Final class meeting** bring the following paperwork:
  - a. Site Supervisor’s tracking of hours and evaluation form (**original**)
  - b. **Blog summaries** for weeks (8) through (15) from classpress site
  - c. Completed resume in either a functional or chronological format

**Note:**

If required paperwork is missing or required attendance is not completed

–No assignment will be handed out the next semester

**Attendance:**

You will be withdrawn from the course or your grade will be reduced if you are absent from your work site when we visit, or if you miss a required class meeting.

**Always call your site supervisor letting him know you will not be at the work site if a family or illness emergency arises.**

Make arrangements for a make-up day (**no weekends**).

You are required to **inform us the day before** your absence and let me know your make up date arrangements.

We travel daily to visit students and if you are not there, our time and effort (plus gas) driving to your site to visit you will be wasted!

**Assignments are made by Instructor's Long & O'Leary Only through the SFFD – not Students!!!**

### **Semester Schedule**

Week Date Assignment

#### **Week: 1**

**08/12/11** (Friday) 1st required class meeting

Class meeting at CCSF, Cloud, Room: 349, @ 1-3pm

All assignments will be based on your qualifications.

Paperwork explained & intern assignments made by the instructor.

**Everyone has to attend no excuses.**

#### **Week: 9**

**10/13/11** (Thursday) 2nd required class meeting

Resume writing seminar in Cloud 349 from 1pm to 3pm

Bring in your Blog entries for (1) through (7) weeks – summaries only

**Everyone has to attend no excuses**

#### **Week: 18**

**12/15/11** (Thursday) 3<sup>rd</sup> required meeting in Cloud 349 from 1pm to 3pm

Bring all written paperwork that includes:

1. Resume
2. Site Supervisor's evaluation form (**original**)
3. Weekly Blog summaries for weeks 8 through 15 (just last half – summaries only - not the full blogs-)
4. Attendance cards (yellow) or down load copy

**Everyone has to attend no excuses**