



# COURSE EXPECTATION LETTER

**Subject:**

FTEC 101 Fire Protection Organization

**Email Contact Information:**

[dcoffman@riohondo.edu](mailto:dcoffman@riohondo.edu)

**Catalog Course Description:**

This course provides Fire Technology or other interested students with an overview of fire protection issues. Included will be an introduction to the philosophy and history of fire protection and fire service. The organization and function of public and private fire protection services, the laws and regulations affecting fire service and the role of fire departments as part of local government will be explored. Basic fire chemistry, fire protection systems, firefighting strategies and possible career opportunities in fire related fields will also be addressed.

Advisory: ENGL 035 or ENLA 100 or appropriate placement; READ 043 or appropriate placement. Transfers to: CSU, 3 Units/54 Lecture hours  
2021/2022 RHC Catalogue

**Student Learning Outcomes:**

2022/2023

SLO # 1: In a research topic, students will correctly identify key factors within fire service culture and diversity.

2023/2024

SLO # 2 Given a cognitive exam, students will correctly identify the minimum qualifications required to be hired as a firefighter.

2024/2025

SLO # 3: Provided with a written assignment, students will correctly identify and describe the various elements of the firefighter hiring process.

By logging into Canvas you affirm that you are the student who enrolled in the course(s) and are the person who will complete the assigned work. Furthermore, you agree to follow the regulations regarding academic integrity, personal identification and the use of student information as described in BP 5500 (Standards of Conduct) and AP 5520 (Student Conduct Procedures) which are the Rio Hondo College student conduct codes that govern student rights and responsibilities. You acknowledge that failure to abide by the regulations set forth in BP 5500 and AP 5520 may result in disciplinary action, including expulsion from the college.

This is **NOT** a self-paced course. There are firm deadlines in this class. There are assignments due on a regular basis. Please plan your time carefully!

**Textbook:** Please consult the Bookstore for information at (562) 463-7345 or go to [Rio Hondo College Online Bookstore](#)

Over the course of the semester there will be regular instructor student contact.

**Methods of student contact include:**

On line classes are available on Canvas 24 hours a day and much of the feedback on assignments and tests are automatic. With that said, communication between the students and professor will be with the conducted mainly through e-mail and on the Discussion Board in Canvas. For general information, regular and timely postings will be made on Canvas by the Professor. Contacting the Professor: You may send e-mail messages to: [dcoffman@riohondo.edu](mailto:dcoffman@riohondo.edu). On Campus Office: AJ 303.

You must contact me and review the Course Web Site and Course Syllabus on Canvas prior to the first Tuesday of the Semester or Term or you will be dropped from the class!

Contact me with the following information: The classes you are taking, your e-mail addresses, full student ID number, full name, home address, daytime and home telephone numbers, and fire department you are affiliated with, if any.

I do not answer these e-mails. So if you need assistance, please send me a follow-up. Put in the subject line FOLLOW-UP QUESTION so that I will know to answer.

Future Communications: When contacting me by e-mail, first use the right e-mail address (Dcoffman@riohondo.edu), then identify yourself by full name, the college you are attending, the class you are in and a detailed message so I can help you.

Discussion Board: Under this Icon is the communication tool for the class. The "Discussion Board" is a great bulletin board forum is to post and gain information and to expand your network. Just remember, this is a professional forum and you should keep the tone as such. If you have questions of other students, post them here. If you want to network, use this opportunity often. If you have inquiries of a personal nature, contact me by e-mail at Dcoffman@riohondo.edu Don't forget to identify yourself and the class you are in.

Course Updates: I will typically respond to your communiqués within 48 hours (2 Work Days) and will post "UPDATES" on grades after each assignment due date.

### **The instructor may drop you for non-participation.**

There will be a one to three business day delay after an add code is used before a student may be able to log on to Canvas.

For students new to online classes, it is highly recommended that you take the Online Orientation through our Online Education website. This will help explain what online classes are like and familiarize you with how the class is laid out. The orientation can be found at: <http://www.riohondo.edu/canvas-orientation/>

Email Responses: Instructors will make every attempt to respond to students in a timely fashion. Responses can take up to 48 hours before a response is received, excluding weekends and holidays.

Disability: A Student with a verified disability may be entitled to appropriate academic accommodations. Please contact your instructor and/or the [Disabled Students & Programs](#) office at 562-908-3420 for more information.

*Modifications and Disclaimer: The instructor reserves the right to modify the content of the course or any course procedure. It is the responsibility of the student to keep apprised of all changes. If the student wishes to drop the class he/she is responsible for initiating the drop. Do not take it for granted that you will be dropped. If you stop working and do not drop the course, you may get an undesirable grade.*

### **Additional Information:**

Good Luck!