

STUDENT CONTRACT

Following instructions (either oral or written) is paramount to my success as a future firefighter. Not properly following instructions on the fire ground or emergency scene can lead to the death or serious injury of a fellow firefighter, a citizen and/or me. Learning to follow instructions in this class will help me be a successful firefighter; an asset to myself, my crew, and the citizens to whom I provide service.

I agree to abide by all the requirements set forth in the course syllabus that was handed out on the first day of class, including (but not limited to) the following items:

- All assignments, homework, projects, etc. are due by the scheduled date and time listed for each. **All assignments must be completed!** *The only exception for required submission is homework – which is extra credit and voluntary. If you choose to complete it, it is still required to be submitted by the deadline to ensure credit.*
- I will show up to the live Zoom class sessions and in-person sessions before the scheduled start time so that I am not a disruption to the rest of the class nor the instructor. I will also type my name in the chat room when I enter and then when I leave the class to ensure I get the appropriate credit for attending. Class activities may be administered at any time during live sessions.
- I will be using the Proctorio testing system for designated quizzes, along with the midterm and final exams. Whenever an examination is administered, I understand that I may not leave the room until I have completed the exam. Should I need to leave the room while the exam is in progress, I will submit my exam before leaving the room, and I will not be permitted to continue with the exam. Also, all online tests are individual effort and are not open book, unless specifically identified. These tests have strict time limits and failure to complete the tests within the prescribed time may lead to forfeiture of points.
- All online assignments must be submitted via Canvas by the deadline.
- I understand that NO make-up quizzes will be given. Also, if I do not complete an online quiz within the allotted time, it will be submitted when the time limit expires.
- The trade article analysis essay is due no later than the date scheduled in the syllabus. The trade article must be from a fire service-related trade / technical publication, not from a general circulation newspaper such as the San Francisco Chronicle. Failure to turn in a trade article analysis essay will result in my having to withdraw from the class with a "W."
- I may be dropped from the class if I do not complete the midterm examination, or if I do not receive a passing score on the midterm. Depending on the overall grade in the class along with the score received on the midterm exam, it is the instructor's discretion to determine my ability to continue in the course.
- The individual career plan project MUST be turned in by the date requested. Failure to turn in the individual career plan project will result in a significant reduction in points for the 125-point assignment.
- I understand that I must have a class average of at least 70% (on my quizzes) to be able to take the midterm.
- I understand that if I do not obtain at least an 80% score or better on the final exam, I will not receive a passing grade in the class.
- I may be dropped from the class if I do not attend the entire first-class meeting (full 3-hour session), unless I have made arrangements in advance with the instructor. This is necessary to make room for the students that do show up and want to add into the class.
- I will be dropped from the class if I show up at the first-class session, but then miss the second class session without informing the instructor.

- Attendance for online sessions will be based on participation in discussion boards and other online assignments. Failure to participate in online activities as scheduled will be treated as a 3-hour absence, unless otherwise indicated by the instructor.
- If I am given an add number by the instructor, I have no more than 48 hours from the end of the first class session to enroll in this class. If I have problems using the add number, I need to contact the instructor within 24-hours of the first class session. Failing to contact the instructor in time will result in my not being able to use the add number to enroll in the class. I must also contact the office of Admissions and Records immediately to report any problem using the add number. Students not registered by the second class session will be unable to participate in the online components of the course and may forfeit their opportunity to enroll.
- If I must leave class earlier than the scheduled dismissal time, I must inform the instructor prior to leaving the class. For online class sessions, this can be documented in the Zoom Chat Room as a private message to the instructor. Early leave without informing the instructor will be considered a 3-hour absence, and all points earned during the class session will be forfeited.
- I may be dropped from the class if I miss 3 classes in a row, or 15 total hours. Time lost due to excessive tardiness or leaving the class early (unexcused) may count toward the 15 total hours.
- I will silence my cellular phone and / or other electronic devices when I am in the Fire Technology 1 in-person or Zoom class sessions, so as not to disrupt the class. I understand that violation of this policy may result in my removal from the class session. Accidental, blatant or excessive violations of this policy, as determined by the instructor, may lead to my dismissal from the class for failure to follow directions. Time lost due to such dismissal may count against my attendance hours.
- No camera phones or recording devices may be turned on during the in-person sessions without the express knowledge and permission of the instructor. Failure to abide by this rule may result in my dismissal from class.
- Unless otherwise permitted by the instructor, I will keep my web camera on during Zoom class sessions and present myself in a professional manner while in class. At no time will I be permitted to wear non-prescription sunglasses while in the Zoom classroom.
- I will show up to class prior to the scheduled time (i.e., before class start time for in-person or synchronous Zoom class sessions, and before 9:00 a.m. on Saturday sessions) so that I am not a disruption to the rest of the class or the instructor.
- I agree to be mature and take responsibility for my actions and not make excuses for why I did not complete an assignment or why I failed to follow instructions.
- If the instructor is not present within five minutes after class is scheduled to begin, I (or one of my fellow students) will call the instructor's contact number. **THERE IS NO AUTOMATIC DISMISSAL PRACTICE.**
- I understand that I must abide by the College rules regarding plagiarism and cheating. If I am caught cheating or plagiarizing any assignment, I will no longer be allowed to continue in the class. **CHEATING AND/OR PLAGIARISM WILL NOT BE TOLERATED!**

Print your name: _____

Date: _____

Sign your name: _____