COLLEGE OF
THE ROCKIES

FIRE-117 – Emergency Services Workplace Preparation

Technology

Effective Term & Year: Fall 2022
Course Outline Review Date: 2026-04-01

Program Area: Fire Services

Description:

This course helps Fire Services students understand the job application process, write a convincing cover letter and resume, present him/herself favorably during the interview process, and approach aptitude testing with confidence. Students review job ads, identify desirable traits for this vocation, participate in mock interviews, and discuss typical aptitude test questions.

Program Information:

This course is a required course for the Fire Training Certification program. It may also be delivered as a standalone course or as a part of a specialized contract training program.

Delivery Methods: Hybrid – On-campus (Face-to-Face) and Online

Credit Type: College of the Rockies Credits

Credits: 0

Instructional Activity and Hours:

Activity	Hours
Classroom, Directed Studies or Online Instruction	12
Seminar/Tutorials	
Laboratory/Studio	
Practicum/Field Experience	12
Co-op/Work Experience	

Other	
Total	24

Course Requisites:

None

Flexible Assessment: Yes

In some cases students may be able to apply for recognition of prior learning outside the classroom. This flexible assessment process provides equivalent course credit. It is a rigorous process that may include external evaluation, worksite assessment, demonstration, standardized test, self-assessment, interview, products/portfolio, and challenge exam, or other measures as appropriate. Tuition fees apply. Contact an education advisor for more information.

Course Transfer Credit:

For information about receiving transfer credit for courses taken at either British Columbia or Alberta institutions, please see https://www.bctransferguide.ca/ or https://transferalberta.alberta.ca . For more transfer credit information, please visit https://www.cotr.bc.ca/Transfer

All requests for course transfer credit from institutions in British Columba or elsewhere should go to the College of the Rockies Enrolment Services office.

Textbook Resources:

Textbook selection varies by instructor and may change from year to year. At the Course Outline Effective Date the following textbooks were in use:

No textbooks required for this course.

Learning Outcomes:

- create convincing resumes and cover letters;
- approach the job application process with an understanding of the level of preparedness expected of firefighter applicants;

- present themselves accordingly given the job prospect;
- enhance their performance in interviews; and
- effectively prepare for aptitude testing.

Course Topics:

- Job Search and Application Process
- Resume and Cover Letter
- Aptitude Test Practice
- Fire Department Qualifications Research
- Interview practice Interviews

See instructor syllabus for the detailed outline of weekly readings, activities and assignments.

Evaluation and Assessments

Grade Scheme

COM	NCG
Completed to the defined standard – 70% and higher	No credit granted – less than 70%

Evaluation Notes Comments:

A grade of COM is awarded to students for 100% attendance and participation in projects and assignments.

All courses (whether credit-bearing or continuing education courses) must be passed or marked "complete" according to the criteria listed before the student can be awarded the COTR Fire Services Training Certificate.

Exam Attendance:

Students must attend all scheduled exams at the appointed time and place. Instructors may approve an alternate exam to accommodate an illness or personal crisis. Department heads will consider other written requests. Any student who misses a scheduled exam without prior approval will receive a "0" on the exam.

Academic Policies:

College of the Rockies policies related to courses can be found at

https://cotr.bc.ca/about-us/college-policies/ and include the following:

- Policy 2.4.3 Students with Documented Disabilities
- Policy 2.4.4 Student Conduct (plagiarism, other cheating, behavioral misconduct)
- Policy 2.5.8 Academic Performance
- Policy 2.5.3 Grade Appeal
- Policy 2.4.9 Student Concerns Re Faculty

Course Changes:

The College of the Rockies updates course outlines regularly to meet changing educational, employment and marketing needs. The instructor will notify students in writing of any updates to this outline during the semester. The instructor reserves the right to revise, add or delete material while meeting the learning outcomes of this course outline.