



FIRE PROTECTION TECHNOLOGY FIRE ACADEMY

PROGRAM STUDENT HANDBOOK 2009-2010

WELCOME

Our faculty wishes you success in achieving your career goals in Fire Protection Technology. We hope you, in a student capacity, will join faculty and administration in the ongoing efforts of establishing and maintaining an outstanding program. By doing so, you should be prepared to represent the Fire Academy and to serve the needs of citizens and our community. The *Hill College Fire Protection Technology Program Student Handbook* has been compiled by faculty to assist you in areas of requirements, policies, and procedures during your course of study in the Fire Academy. This student handbook is a supplement to the Hill College Catalog (<http://www.hillcollege.edu/catalog/>) and the Hill College Student Handbook (<http://www.hillcollege.edu/StudentServices/?mdc=handbook>). For general information relating to the college and student information, please refer to the catalog and student handbook. The specific program rules and policies identified in this handbook must be followed to remain in good standing within the program. Should you have questions or need clarification regarding any content, please feel free to discuss it with your instructor or with the Dean of Instruction. After reading through the program student handbook, you will be asked to sign a statement (last page of the handbook) acknowledging that you understand its contents.

PHILOSOPHY

The faculty of the Fire Protection Technology Program is committed to the philosophy, mission and core values of Hill College. In keeping with this philosophy, the faculty is dedicated to the preparation of students to qualify as valuable members to serve the public in fire science.

We believe that the faculty has the responsibility to plan, implement and evaluate the teaching-learning process and to provide those experiences to ensure safe practice. This program prepares students for a career in fire science. The majority of the curriculum focuses on preparing students with the skills he or she will need as a structural firefighter. The faculty feels that it is equally important to recognize that the majority of what Firefighting Professionals do on a daily basis is to help people who are not in emergent life-threatening situations.

The individual student accepts the responsibility for learning as the faculty serves as only facilitator in the learning process. The faculty expects the student to embrace the aspect of the profession by showing respect and compassion for every person they encounter during and following their training/education.

Being a firefighter takes a certain kind of individual. A firefighter is a person who can assimilate and internalize the essential fire knowledge along with an understanding of customer care and a realization of the inherent stress of the occupation. Fostering a TEAM atmosphere among the students, along with the academics, is a goal of this course/program so that each and every student is able to reach their full potential as a well rounded firefighter.

ACADEMIC INFORMATION

ATTENDANCE AND PARTICIPATION POLICIES

The faculty believes that experiences in the classroom and in the field cannot be adequately duplicated if a student is absent excessively. In addition, the program is designed to teach good work habits, such as attendance. Regular attendance is mandatory in order to qualify to take the State Examination. Passing this exam allows one to become a licensed professional.

REPORTING ILLNESS OR ABSENCE

1. ABSENCE/ILLNESS

- a. Regular attendance is expected. Failure to attend regularly may result in a student being requested to withdraw from the program resulting in a “W” or an “F” in the course(s).
- b. Leave of absence for an extended period is not given in this program. Withdrawal is required.
- c. It is the responsibility of the student to notify an instructor when illness or absence occurs.
- d. A doctor’s note must be submitted for dates missed due to illness in order for the time missed not to be considered for withdrawal.
- e. A student missing class for a school sponsored event must provide documentation from the activity sponsor listing the event date, event time, and contact information for the sponsor or designated school official.

2. STUDENT HEALTH SERVICES

- a. Each student is responsible for his/her own medical care throughout the program year.
- b. If the student needs to make an appointment with his/her private physician, the student should try to schedule the time so that it does not conflict with the program schedule or class time.

SERVICES FOR STUDENTS WITH DISABILITIES

The Counseling Center on each campus coordinates the physical and academic support services for any student who has special needs because of a temporary or permanent disability. Students with disabilities who are in need of accommodations in their course selection are encouraged to contact the Counseling Center at (254) 659-7650 (Hillsboro Campus) as quickly as possible to ensure that such accommodations are implemented in a timely manner. The student is solely responsible for disclosing their needs to the Counseling Center if accommodations are required for the educational process. The student is advised to seek the counseling center on the campus that they plan on taking the majority of their courses (even though accommodations are to be made at all campuses). This process is recommended to start approximately three to four weeks prior to the start of each semester

<http://www.hillcollege.edu/StudentServices/docs/handbook/DEPARTMENT%20OF%20STUDENT%20SERVICES.06.08.pdf>

SUPPORT SERVICES FOR TECHNICAL STUDENTS

The Carl Perkins Vocational Education program is sponsored by Hill College. This program targets special populations and provides training, career guidance and support to students. Students should contact the Counseling Center if more information is needed

<http://www.hillcollege.edu/StudentServices/docs/handbook/DEPARTMENT%20OF%20STUDENT%20SERVICES.06.08.pdf>

DISCRIMINATION PROHIBITED

Access to Hill College’s programs and activities shall not be limited on the basis of race, color, religion, national origin, age, gender, sexual orientation, political affiliation, or disability. All recruitment and admissions material complies with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. Direct inquiries regarding compliance with Section 504 or ADA to: **U. S. Equal Employment Commission, Dallas, Texas (214) 253-2700.**

Students who believe they have been discriminated against because of their race, religion, color, gender, age, national origin, disability, or sexual orientation or students who believe they have been denied an accommodation to which they are entitled should follow the appeals procedure outlined in the Hill College Student Handbook.

SACS ACCREDITATION

Accreditation is awarded by the Commission on Colleges of Southern Association of Colleges and Schools to award the associate degree.

COURSE WITHDRAWALS

1. Hill College reserves the right to request at any time the withdrawal or dismissal of any Fire Academy student whose health, conduct, excessive absences, personal qualities, and/or scholastic records indicate that it would make it inadvisable for the student to continue with the program.
2. If there is voluntary withdrawal from the program, he or she should withdraw prior to the withdrawal deadline by submitting a request form from Enrollment Management. Withdrawal deadlines are published in the Hill College Academic Calendar (<http://www.hillcollege.edu/calendarset/index.php>). It is the student's responsibility to follow withdrawal procedures.
3. Withdrawal courses appear on the student's record with a grade of "W". Until a student has officially withdrawn, the student remains on the class roster and may receive a grade of "F" for the course. Students are responsible for understanding the impact of withdrawing from a course which may impact their financial aid, veterans' benefits, GI bill, international student status, and academic standing. Per state law, first time students enrolling after the fall 2007 semester at any Texas College or University may not withdraw (receive a "W") for more than six (6) courses during their undergraduate college career. Some exemptions for good cause could allow a student to withdraw from a course without penalty.

SCHEDULE CHANGES

Students who have registered for the semester may choose to add or drop classes during the semester. Please refer to the Hill College Academic Calendar (<http://www.hillcollege.edu/calendarset/index.php>). Adding or dropping courses may affect financial aid, veterans' benefits, international student's status, or academic standing. Students are advised to see a campus advisor or counselor or the appropriate department for assistance before making changes to your schedule. For further information on schedule changes, adds/drops/withdrawals refer to the student handbook or at: <http://www.hillcollege.edu/StudentServices/docs/handbook/ACADEMIC%20INFORMATION.06.08.pdf>.

COUNSELING SERVICES

Hill College has a staff of professional counselors and advisors to help students make educational and career decisions, select courses, adjust to college life, understand transfer requirements, improve study skills, and develop personally and socially. Counselors provide information on college resources and refer students to community resources when needed. Students may refer to the student handbook or visit the website at: <http://www.hillcollege.edu/StudentServices/docs/handbook/DEPARTMENT%20OF%20STUDENT%20SERVICES.06.08.pdf>.

FINANCIAL AID

The Hill College Enrollment Management Office is available to assist you in locating resources to finance your education. <http://www.hillcollege.edu/StudentServices/docs/handbook/FINANCIAL%20AID.06.08.pdf>.

LIBRARY

Hill College libraries offer a large selection of books, print materials, audiovisuals, electronic resources, and computer software available to students. Reference librarians are available at each campus or via e-mail or phone to assist students in finding resources and information. Library resource information and contact information is online at: <http://www.hillcollege.edu/library/>. For information about checking out material from the library contact the librarian.

TESTING CENTER

Current Testing Center guidelines, contact names and phone numbers, and websites for the national test providers can be accessed via Hill College webpage at: <http://www.hillcollege.edu/StudentServices/?mdc=test>.

TEXTBOOK AND SUPPLIES

Required textbooks may change without notice. Contact the Hill College bookstore for a current list of required materials prior to purchasing any book. An additional supply and uniform list may be found on the program website (<http://www.hillcollege.edu/TechEd/fire/>).

PARKING

Students are allowed to park only in designated parking areas per Hill College campus policy. All students should have in place a Hill College parking sticker affixed to their vehicle.

GRADUATION/COMMENCEMENT

Each student who has completed the certificate requirements will be allowed to participate in graduation. Commencement exercises are held in May of each year. Students should work with their advisor to complete the graduation application and for application deadline information. Students not meeting requirements will not be recommended for graduation by the faculty advisor.

GRADE CHANGE POLICIES/PROCEDURES

Hill College Fire Protection Technology programs follow the college's policies on grade changes. This information may be located in the student handbook or at:

<http://www.hillcollege.edu/StudentServices/docs/handbook/ACADEMIC%20INFORMATION.06.08.pdf>

SEXUAL/RACIAL HARRASSMENT COMPLAINTS

If a Fire Technology student has a complaint regarding sexual or racial harassment then the student should refer to the Hill College Student Handbook for policy and procedure related to sexual and racial harassment or at:

<http://www.hillcollege.edu/StudentServices/docs/handbook/STATEMENTS%20OF%20POLICY.06.08.pdf>

STUDENT COMPLAINT/GRIEVANCE PROCEDURE

The Fire Technology division follows the college's policies for student complaints. Information can be located in the Hill College Student Handbook

(<http://www.hillcollege.edu/StudentServices/docs/handbook/GRIEVANCES.06.08.pdf>). The purpose of the student complaint procedure is to ensure students due process in the resolution of a complaint. Student complaints may include (but are not limited to) issues regarding classroom instruction or other college services and offices, as well as, discrimination based on race, color, gender, religion, age, national origin, disability or sexual orientation. *This procedure does not apply to student disputes about course grade which are resolved under the supervision of the appropriate instructors and instructional administrators.* The program will not retaliate against the student as a result of filing a complaint. *Students enrolled in the Fire Protection Technology Program should first contact their instructor with their concerns. If the instructor is unavailable the student should contact the Fire Protection Technology Program Coordinator with their concerns. If the grievance cannot be settled to the student's satisfaction after talking to the instructor, or Fire Protection Technology Coordinator, then the formal grievance procedures set forth by the College's policies will be followed.*

SPECIFIC RULES AND REGULATIONS

1. Student Handbook: Students enrolled in Hill College Fire Technology programs are expected to agree to and abide by the Code of Student Conduct and Statement of Policy regulations as outlined in the Hill College Student Handbook.
2. Scholastic Dishonesty: Scholastic integrity is an essential component of professional behavior in Fire Technology programs. Any documented incidences of scholastic dishonesty may result in dismissal from the Fire Academy. Scholastic dishonesty shall constitute a violation of the “Code of Student Conduct,” and is punishable by the instructor, deans of the instructional programs and/or the Division of Student Services. Scholastic dishonesty shall include, but not limited to:
 - a. cheating on a test, which may include: (1) copying from another student’s test paper; (2) talking to another student during a test; (3) using unauthorized test material (use of cell phone/pda for calculations (only approved calculators allowed); (4) collaborating with or seeking aid from another student without authorization; (5) knowingly using, buying, selling, soliciting, stealing, or transporting in whole or in part the contents of an unadministered test (Having a copy of the examination outside the time and place of test administration or review); (6) any form of grade alteration; (7) substituting for another student or permitting another student to substitute for one’s self to take a test (Assisting others in academic dishonesty); (8) removal of privacy screen on computer where applicable; (9) Cheating on an exam or quiz by bringing information to the testing area; (10) Unauthorized entry into test banks or examinations; and/or (11) Sharing the details of an examination/competency check-off with other students.
 - b. plagiarism shall be defined as the appropriating, buying, receiving as a gift, or obtaining by any means another’s work and the unacknowledged submission or incorporation of it in one’s own written work
 - c. collusion shall be defined as the unauthorized collaboration with another person in preparing written work for fulfillment of course requirements.

Academic work submitted by students shall be the result of their own thought, their research or self-expression. For purposes of these regulations, academic work is defined as, but not limited to exams and quizzes, whether taken electronically or on paper; projects, either individual or group; papers; classroom presentations; and homework. Any borrowed ideas, wording or organizational form from another sources **must be** referenced following the APA/MLA manual.

3. Program Progression: In order to successfully progress through the Fire Protection Technology program, the student must achieve a minimum grade of “C” in all academic and Fire Technology courses and satisfactorily meet course objectives.

Grading Scale:

- A = 90-100%
- B = 80-89%
- C = 75-79%
- F = 74-0%

Module and final exams must be passed with a score of 75% or above to receive a passing grade for the course. **You must pass the final exam to pass the course.**

4. Assignment of Grades: The instructor teaching the course shall assign grades. The instructor will provide information to the students at the beginning of the semester regarding the course, including the guidelines for grading. If the student has questions about a grading policy and/or a specific grade, the student must raise the question *while* enrolled in the course. If the student is unable to resolve the questions or objections with the instructor, the student is to make an appointment with the Fire Protection Technology Program Coordinator to discuss the matter. If the instructor is the

Fire Protection Technology Program Coordinator, the student will need to make an appointment with the Dean of Instruction.

In compliance with the Family Educational Rights and Privacy Act of 1974 and the Buckley Amendment, the following procedure will be implemented by all Fire Protection Technology faculties:

- No grades will be posted
 - No grade will be given over the telephone to a student or any other person under any circumstances
 - No identification of grade status such as pass-fail will be given over the telephone to a student or any other person, under any circumstances
5. Health and Safety Information: Participating in the Fire Protection Technology Program carries inherent risks. In the curriculum, students will be given information regarding known risks and measures/precautions to decrease these risks.
- Hill College does not provide personal health insurance coverage for students.*
6. Accident/Emergency Procedures: All students are to follow the procedure as outlined in the Hill College Critical Incident Response Plan located on the Hill College website at: <http://www.hillcollege.edu/publication/>. Hill College provides no on-campus facilities for treatment of illness or injury. In the event an emergency situation should arise, which requires immediate medical attention, the local hospital provides emergency room service. The student is encouraged to have a personal primary care physician or other qualified health care provider and to make arrangements for health care insurance. Students residing in the campus dormitories are required to carry health insurance. If non-emergency questions arise regarding the student's personal health, they should be discussed with their personal physician after class or clinical hours. If the student is injured or becomes ill during school hours, the instructor should be notified. In the event of a serious illness or injury that hinders a student's ability to perform in the educational setting, the student is required to have written documentation from a physician.
7. Family Education Rights and Privacy Act (FERPA): The following statement concerning student records maintained by the Austin Community College District is published in compliance with the Family Education Rights and Privacy Act of 1974. The release of information to the public without the consent of the student will be limited to that designated as directory information. Directory information includes name, address, telephone number, date and place of birth, major field of study, participation in activities, dates of attendance, degrees, certificates and awards, name of the previous educational institution attended, student classification and enrollment status. Any student objecting to the release of all or any portion of such information must notify Admissions and Records within the first 12 class days of the semester. The restriction will remain in effect until revoked by the student.
8. Substance Abuse Policy: Hill College strives to maintain a drug free working environment. In an effort to protect the students and staff, Hill College's Fire Protection Technology Program requires each prospective Fire Technology students to have a drug analysis performed prior to allowing a student to participate in classroom and live fire trainings. Each student will be required to pay for the initial and retesting if needed for his/her drug analysis. Each prospective Fire Technology student is required to have a drug screen completed prior to the pre-set date discussed by the Fire Protection Technology Program Instructor. If the initial drug screen has a positive result, the student will be required to have a second drug screen performed by hair follicle or blood testing methods within 48 hours, NO EXCEPTIONS.

The drug analysis process can be performed at/by:

- Personal location with prior approval of the Fire Protection Technology Program Instructors

- Occufit: 1014 N. Nolan River Road, Cleburne, (817)517-7151 and will cost approximately \$40.00 for a urine test and \$90.00 for a hair follicle test

The Hill College Fire Technology Program has adopted a substance abuse testing policy wherein a student will be tested for drugs when there is reasonable suspicion that the student is under the influence of alcohol and/or illegal drugs.

Illegal drugs are those drugs that the federal law considers controlled substances and are not drugs prescribed to an individual while under the care of a licensed health care provider, or otherwise in accordance with the law.

Students will be asked to submit to drug and/or alcohol screening by their Fire Protection Technology Program Instructor in the following circumstances:

- Observable indication of actual use or impairment such as slurred speech, lack of coordination, incoherency, suspected marijuana or alcohol odors
- Possession of drugs, apparent paraphernalia or alcoholic beverages
- Detailed, factual and persistent reports of misuse by multiple colleague
- Abnormal or erratic behaviors such as sudden outbursts, mood swings, hostility or unusual anxiety that suggests possible drug use or alcohol misuse
- Involvement in suspicious accidents
- Apparent lapses in judgment or memory
- Unusual lethargy

If the results of the drug/alcohol screening is positive or the student admits to the Fire Program faculty that he/she has taken/ingested a controlled substance, medication, or consumed alcoholic beverages the student shall be dismissed from the Fire Program immediately. There are NO EXCEPTIONS. Results may be reported to the licensing agency, if applicable.

9. Criminal Background: Successful completion of a criminal background check is required for admission and continuation in all Fire Technology Programs. Background checks will be honored for the duration of the student's enrollment in the Fire Technology program if the participating student has not had a break in the enrollment at the college. A break in enrollment is defined as non-attendance of one full semester or more. *Successful completion of a criminal background check for the Fire Protection Technology Program does not ensure eligibility for Licensure or future employment.*

If a student is found to be ineligible for the Fire Protection Technology Program at any time during the program, the student will be requested to withdrawal from the Fire Protection Technology Program pending resolution of the situation. A student may challenge the validity of the criminal investigation performed by Hill College by conducting their own criminal history background investigation. The cost will be at the expense of the student; and the student must utilize the TX Department of Public Safety criminal record division. The investigation shall include the TX Criminal Investigation Check (TCIC) and the National Criminal Investigation Check (NCIC).

10. Incompletes: All students enrolled in the Fire Protection Technology program are expected to complete all requirements of the course during the regular semester. For occasional, extreme circumstances, an incomplete may be considered if the following requirements are met:
 - The student must request the incomplete in writing from the instructor
 - The student must have no pending disciplinary actions or probations in affect
 - For lecture/lab courses, the student must have at least a passing (75%) grade average in the course
 - The cause of the incomplete is beyond the control of the student
 - The student will be required to sign a written contract specifying the requirements for completion

The completion requirements contract will include:

- All coursework that must be completed and the deadline for that completion.
- How and to whom the coursework is to be turned in.
- The consequences of non-compliance with terms of the Student Incomplete Grade Contract.

In addition, all incomplete work MUST be completed and received by the Fire Technology Program Instructor prior to the date set by the contract.

11. Progressive Discipline Policy: Faculty is committed to assisting students to be successful in the program. Fire Academy students who are not meeting course objectives in class or lab will be apprised of their performance status using the progressive discipline process.

Step 1: Warning - The instructor provides the student with a verbal warning or written feedback as to their status. The instructor counsels the student regarding criteria for successful completion of the course and makes recommendations for improvement. Recommendations may include but are not limited to; utilization of peer study groups, tutors, computer-assisted instruction, seeking assistance from the Hill College counselors.

Step 2: Conference - The student meets with the instructor in a formal conference to review the performance deficit. A written Conference/Counseling/ Probation (“CCP”) Report will identify specific course/program objectives not met and a remediation plan/contract, including deadlines for completion, to assist the student to correct the deficit and remain in the program and be successful.

Step 3: Probation - Probation action could be but are not limited to the following:

- Unsatisfactory attendance and punctuality.
- Inability to maintain physical and mental health necessary to function in the program.
- Unethical, unprofessional behavior, and/or unsafe practice.
- Refusal to participate with a procedure.
- Unsafe or unprofessional practice that compromises staff or your own safety.
- Failure to comply with all terms outlined in the conference report.

Probation is a trail period in which the student must improve or be withdrawn from the program. The student meets with the instructor, Fire Technology Program Coordinator and/or possibly the Dean of Instruction. A Hill College counselor may be asked to assist in representing the student. The student and faculty will review and sign a CCP Report explicitly stating expectations that must be followed during the probationary period and signed.

Step 4: Withdrawal - If at any time during the probation period, the student fails to meet any of the conditions of the probation contract, the student may be advised to withdraw from the program. Accordingly, if at the end of the probation period the student has not met the criteria for satisfactory performance outlined in the probation contract, the student must withdraw from the program.

A student who is placed on probation for unsafe or unprofessional conduct will withdraw from the program for subsequent safety or professional conduct violations at any time during the program. If the occurrence is past the official college date for withdrawal from a course, the student will receive a performance grade of “F” as applicable.

Some situations do not allow for the progressive discipline process due to the severity of nature or the timing of their occurrence. Incidents of this nature will require the student to be immediately placed on probation or withdraw from the program. Examples of these include, but are not limited to:

- Academic dishonesty
- Falsification of documentation
- Unprofessional behavior that seriously jeopardizes student, staff, or faculty
- Unprofessional behavior that seriously jeopardizes training facility usage

NOTE: If the occurrence is past the official college date for withdrawal from a course, the student will receive a performance grade of “F” as applicable.

12. Course Completion Certificates: Course Completion Certificates will be held for any student that has NOT returned all books and property issued or loaned to them by the Hill College Fire Technology program and its staff, or, has completed all course work as outlined in policy and procedures.
13. General Behavior: Professionalism in the classroom is an attitude of mutual respect for the course, students, and instructors. Modeling professional behavior in the academic atmosphere is required of all Fire Technology students. Disruptive behavior results in lost curriculum time and creates a classroom/lab environment that is not conducive to learning. "Disruption," as applied to classroom and lab settings means behavior that a faculty member would view as interfering with normal academic functions. Examples include, but are not limited to, persistently speaking without being recognized or interrupting other speakers, behavior that distracts the class from the subject matter or discussion, or in extreme cases, physical threats, harassing behavior or personal insults, disrespectful language or refusal to comply with faculty directions.
14. Cell Phones/Pagers/Electronic Devices: No student shall have in their possession in the classroom or in an outside facility a cellular phone/electronic device/pager of any type. Students will be allowed to use their telephone during breaks/lunch time away from the classroom. Any student failing to adhere to this policy will be held to the below disciplinary actions:
 - First Offense – Verbal Warning
 - Second Offense – Written Warning with student being placed on probation and with the understanding that any further disciplinary infractions may result in the student being requested to withdrawal from the program.The department recognizes that there will be instances where a student will need access to their cell phone or pager. The student must speak with their Fire Technology instructor prior to entering their classroom. Only the Fire Technology instructor can approve the exception to this rule.
15. Dress Code: Students must wear their Fire Technology uniform to class. Fire Technology uniforms other than the approved Hill College uniform are not acceptable for wearing in the classroom and lab. Shoes should abide by dress code policy. The uniform will consist of a light blue button up uniform shirt, dark blue or black uniform pants, black belt, black shoes or boots.
16. Attendance: Attendance in all instructional classes and labs is mandatory. If a student has three or more absences throughout the course, the student may be dropped from the course or receive the grade of "F." Attendance will be taken at the start of every lecture and lab session. A student is late or tardy if he/she arrives more than one minute late for class. Three documented late/tardy will be considered one absence. Under no circumstances will a student be allowed more than four absences.
17. Testing: Exams may consist of multiple choice, matching, fill-in-the-blank, short-answer, essay, labeling, and/or identification questions. Exams may be presented in written, video, practical, and skills performance.
18. Homework/Quizzes: Homework assignments and daily quizzes may be given in each class. The Hill College Fire Technology Program strives to maintain consistency with the most updated material used so students learn all information needed to be competent Firefighters; however, the student needs to be aware that not all instructors grade *exactly* the same.
19. Didactic Exams: Students must pass all didactic exams with a minimum grade of 75%. All course final exams require a minimum passing grade of 75%. In a given course, a student may be given a total to two retests to use on didactic exams. In order to achieve a passing score, both retests may be used on the same exam, or they may be used on two individual exams. Any retest taken by a student must score 80% or better. No retest on the final exam, NO EXCEPTIONS. Exams that a student does not take during the time period specified by the course instructor will be given a score of zero

("0"). All Students must have a 75% average on the chapter tests to be eligible to take the final exam. The final grade for the semester will consist

- 50% Chapter test average
- 50% Final exam

20. Skills Exams: Skills may be tested in a "Formative" exam. Skills may be tested at any time during the program after the initial training. Individual skills to be tested will be identified in each course syllabi/schedule. Formative skills exams may count as a part of a student's grade for a course.

21. Physical Activities: Students will be required to perform certain job functions that may require the student to be able to carry at least 120 lbs. Another requirement for employment in the Fire service is extended hours without sleep. In order to prepare the student for these tasks, each student may be required to perform physical exercise to include but not limited to:

- Push ups
- Sit ups
- Leg lifts
- Walking with a patient, equipment, and supplies over various terrains
- Lift, drag and/or carry heavy equipment like hose and ladders.

Hill College
Fire Technology Program
Substance Abuse Policy Statement of
Understanding

I, _____, recognize that the use and abuse of alcohol, drugs or other substances can create an unsafe clinical/classroom working environment for others and myself. I agree to provide a blood, urine, and/or breath sample to the drug testing laboratory designated by Hill College in the time limit requirements as stated by the Fire Technology Program Handbook. I also permit the testing laboratory to release the results of the drug screening test to designated Hill College authorities.

Student's Name (printed)

Student's Signature

Date

Witness Name (printed)

Witness Signature

Date

Faculty Signature and Title

Date

Hill College
Fire Technology Program
Criminal History Background Check Information
And Statement Of Understanding

Last Name

First Name

Middle

Maiden Name

Suffixes used (Jr, II, etc)

Please list other alias used: _____

DOB: ____ / ____ / ____ SSN: ____ / ____ / ____ DL #/State: _____

Height: ____ Weight: ____ Gender: ____ M/F ____ Hair: ____ Eyes: _____

Place of Birth: _____ Ethnic Origin: _____

Student's Name (printed)

Student's Signature

Date

Witness Name (printed)

Witness Signature

Date

Faculty Signature and Title

Date

ACKNOWLEDGEMENT

I HAVE READ THE HILL COLLEGE FIRE SCIENCE TECHNOLOGY PROGRAM STUDENT HANDBOOK. BY SIGNING BELOW, I INDICATE MY UNDERSTANDING OF AND WILLINGNESS TO COMPLY WITH HILL COLLEGE'S, FIRE SCIENCE TECHNOLOGY, AND THE TEXAS FIRE COMISSION POLICIES, RULES AND REQUIREMENTS.

I AM AWARE THAT IT IS MY RESPONSIBILITY TO READ THE HILL COLLEGE CATALOG AND THE HILL COLLEGE STUDENT HANDBOOK AND TO ABIDE BY ALL OF THE RULES AND GUIDELINES SET FORTH IN THESE DOCUMENTS.

IN ADDITION, IT IS MY RESPONSIBILITY TO ABIDE BY ALL OF THE RULES AND GUIDELINES SET FORTH IN THE PROGRAM HANDBOOK AND SET FORTH BY THE TEXAS FIRE COMMISSION.

STUDENT SIGNATURE

DATE

SEMESTER & YEAR