OXNARD COLLEGE FIRE TECHNOLOGY
FT R152 Fire Prevention Technology
Fall 2020 Welcome Letter

Welcome to FT-152 Online!

There will be a quiz regarding this welcome letter and the information held in it. Be sure you read this thoroughly so you know what will be expected of you in this class. This is not your syllabus; but has more information for an online course. Before you read my little intro, I especially want you to know what is expected of you on the first 2-3 days of this class. You **must** login and you **must** respond to the announcement to check in! If you do not by midnight Aug. 22 you will be dropped and someone on the waitlist will be given your spot! Open the announcement and hit reply and all you need to do is write "**Here**." After you have done that please read this letter and the syllabus and make sure you understand what is going to be required in this class. **I love teaching online, but the most common misunderstanding students have is that it will be way easier and that just isn't the case it is supposed to be the same, but with the liberty of not having to go into class!** You can do it at home in your jammies or on your break at Starbuck's it doesn't matter, but you still need to invest the time and effort to have the benefit of real learning. Let's get to it!

Order your Book right away:

TEXT: Fire Prevention Applications for the Company Officer, 1st Ed. By Brett Lacey and Paul Valentine
ISBN 10: 0-13-279062-9
ISBN 13: 978-0-13-279062-8

Computer Requirements:

In this class we will have periodic Zoom meetings, you will need to do projects that require PowerPoint and a printer, therefore, to succeed in this class you really need the following:

1. A reliable computer with a camera and audio capabilities. Phones and iPads will work for some things, but Canvas works best on a computer. Do not use the Canvas app on phones and tablets. They are unreliable and often malfunction with the program.
2. A reliable WIFI connection. Zoom meetings and the tests need to have good WIFI. You do not want to lose a connection in the middle of a test, and have it ruin your score.
3. You need Microsoft Word or Word for Mac on your computer and you can get it for free! On the home page in the computer info module and here, there is a link to Microsoft where you can get Office for free as a student. All you need is your student email and they will give it to you for free, free, free!
4. Lastly, you need access to a decent printer. There are times that the assignment requires printing and then uploading your work back into Canvas. I have tried to eliminate most of these kinds of assignments but there are still a few.

On the homepage of our class there is a module regarding what you need on your computer to be able to succeed in this class. There is also a lot of info as to how you can improve your computer's capabilities and mostly for free! Be sure to check that out! **If**

==you do not have the above items and cannot get them, the school has laptops and other equipment that can be borrowed for this class. Please let me know if you have a need or if you cannot meet all of these requirements. We can work with you!==

About your instructor

Hello and welcome to FT-155 online. My name is Randy Osborne and I am a retired LACoFD firefighter and adjunct fire tech instructor at Oxnard Community College, College of the Canyons and Mt. SAC. In the first module I will tell you a little more about my background in prevention, but for now I was a firefighter Specialist (engineer) when I had some injuries that required some rehab and I ended up in prevention for the last four years of my firefighting career. Like most of you, I did not want anything to do with fire prevention and wanted to stay where the action was and with my friends in the station. With time though I realized that prevention might not be interesting but it sure was important. I realized I could have in a sense a larger impact on saving lives through the three Es of fire prevention and that by using **engineering**, **education** and **enforcement** I could change the environment that people live and work in, thus making it safer and hopefully preventing fires from happening. During that time, I poured myself into every learning opportunity I could and acquired certifications through the State Fire Marshal as a Fire Inspector 2, or what they used to call back then a Fire Protection Specialist (that sounds more impressive, doesn't it?). In this course we are going to look at the various aspects involved in fire protection systems and we will look at it from both the technical and practical aspects of how they work and why they are important. My goal by the end of this course is that you will see the importance of prevention and that through prevention and protection systems, we can make a bigger impact on the fire problem in America, than by fire abatement. Of course, fighting fires is exciting work and in many ways fun, but we need to remember the devastation it causes for those who suffer in the aftermath of a fire let alone the devastation of lives lost. If we can prevent that from happening, then haven't we done a better job at our calling to protect our communities.

Key information for success in an online course:
It is essential that you log in on the first day of the course to orient yourself to the course and see the initial assignments for our first week. ==You must open my opening announcement and then reply by writing "here." This is how you check in.== On the first day watch my introduction and follow the assignment for introductions. You should also read through the syllabus and I recommend printing the schedule portion of the syllabus, so you can use it to keep up to date. We will cover approximately a chapter every week, though there are a few subjects that will take longer to cover. Taking this class online will require the students to schedule themselves and be involved in the various discussion groups, assignments and reports associated with the course. Taking an online course, will often require a greater commitment to discipline and scheduling, then taking a face-to-face course. Please check your course regularly and pay attention to the calendar to make sure you are able to keep up with the pace of this course.

Canvas and Learning Management System Information:
Previously you might have used Blackboard or Moodle, as a learning management system (LMS), to access your course(s). This course utilizes an LMS called Canvas to complete our course requirements including discussions, grades, and other course activities. Please log into Canvas by visiting your MyVCCCD Portal.

Help on Canvas:
If you need help on anything having to do with the, "how to do things" on Canvas go to this page for the guides. There are guides for both computers and mobile devices. You can also YouTube it.
Canvas Guides for Students

==You must login on the first scheduled date of our course.== Login information and helpful guides are provided on the Canvas website. If you are not sure how to use a certain function in Canvas click on the help link in the column on the far left and it will lead you to videos and other help guides for students.

More on Computer Requirements:
In order to be successful in an online class, students must:
1. Have regular access to a computer with Internet connection. For specific computer requirements, visit the **Distance Education support site**. Note, should you lose access to your personal computer or internet connection, you are still required to complete your online course work. Oxnard College has many computer labs and free Wi-Fi on campus for students.

      Here is a list of supported browsers:
      Chrome 75, 76 (according to Canvas it works best)
      Firefox 67, 68
      Safari 11, 12
      Edge 44
      Respondus Lockdown Browser

From the School's website:
Accessibility
Canvas is committed to W3C's Web Accessibility Initiative. To learn about supported screen reader and browser combinations, please see the Accessibility within Canvas document.

JavaScript

JavaScript must be enabled to run Canvas.

Browser Plugins and Extensions

Some browser plugins or extensions may conflict with Canvas and affect functionality. If you experience behavior that does not allow you to view or participate in Canvas courses, please ensure you have disabled any extensions or plugins that interact directly with your web browser.

For troubleshooting, consider logging in to Canvas using an incognito or private browser window, which will provide a browser session without any prior browsing or search history, associated browser cookies, or other factors that may interfere with the browser. If you are able to view and participate in Canvas using an incognito or private browser window, the behavior you are experiencing is likely related to the browser and not Canvas.

Browser Privacy Settings

To ensure browser security, follow all browser security policies established by your institution, especially if you are using Canvas on a computer provided by your institution.

When displaying content, Canvas defaults to the preference set by a specific browser. Some browsers may occasionally make modifications to privacy settings to protect users from possible insecure content. Insecure content is identified with the prefix http:// in the URL and can create mixed content in your Canvas Page. Secured content is identified with the https:// prefix in the URL. For the best user experience, content should be secure to avoid browser conflicts.
Known Browser Behaviors

Chrome and Firefox use HTML5 to display website content, promoting a faster, more secure browsing experience. HTML5 is not supported in Microsoft and Safari browsers, and content must still be used via Flash.

In browsers such as Safari, insecure content will never be displayed in the browser.

However, in Chrome and Firefox, you have the option to view insecure content. Please be aware of possible restrictions and view insecure content with caution.

Canvas on Mobile Devices

The Canvas interface was optimized for computers with desktop displays, so **using phones may not be a pleasant experience in using Canvas.** For the best user experience, use a browser like Chrome, not the app. The Canvas app is glitchy at best.

Since Canvas uses small elements of Flash, not all Canvas features may be supported on mobile devices, especially on iOS. However, Canvas offers limited support for native mobile browsers on tablet devices. For additional details, please reference the limited-support mobile browser guidelines.

Mobile Browsers

Visit the Apple store or the Play store to download mobile browsers. The following major browsers are compatible with mobile devices:

iOS

- Chrome (best)
- Safari (default browser with limited Canvas support)
- Photon Flash Player (supports Flash)

Android

- Chrome (default browser with limited Canvas support)*
- Internet
- Firefox

*Android default browser varies per mobile device.

2. Have a word-processing program compatible with Microsoft Word (2003 or later) installed on your computer. You can get it for free, free, free! Go to the Microsoft for students page. Please note that Microsoft Works is **not** compatible. However, other programs such as **OpenOffice.org** and **Apple's Pages** can also create documents in the Word format.

3. Be able to perform a variety of tasks on a computer, such as open a browser, navigate the Internet, use a search engine, create a document and attach it to an email, and send and receive email. If you do not have experience with these activities, it is recommended that you take CIS R020A, Introduction to Microcomputers, or an equivalent class *before* enrolling in an online course. You can also visit **Tutorial Services** on the second floor of the library for individualized assistance.

4. Have good reading skills. Much of the course work will be presented in writing and you will have to read and understand the content.

5. Have good time management skills. Online and hybrid courses meet for the same amount of time as courses taught on campus. For example, if you are taking a 4-unit English 101 online, you will need to designate approximately four hours each week to work in the online class, plus you will also need to designate time for the required homework which occurs outside of class time.

Students who have taken face-to-face classes that include online components should find the transition to a fully online class easier. But if you are enthusiastic about computers and want to learn important skills that will be of great use in your future career, both

academically and in the workplace, an online class can be a fun and convenient way to enhance or complete your community college education.

FAQ
How does a student actually attend an online class? A few hours after you register (it may take up to 24 hours), when you access your my.vcccd.edu account, click on the *My Courses* tab and you should see the course name. Click on that name and you'll be inside your class, in an online Learning Management System called Canvas. Just like in a traditional class, you need to attend the online class during the first week of instruction or you will be considered a no-show and you may be dropped. Logging into the course documents your presence, but some instructors may require a specific activity to be completed by a specified date in order to show your attendance.   Instructors may monitor student activity in the online course, and drop students who are not consistently participating in scheduled tasks. Directions will be posted in the online class. Please note that even though some instructors will open their online class early, most will not. Most online classes will open on the first scheduled day of the term.
How does a student learn how to use Canvas or access help pertaining to Canvas? There is an extensive library of documentation and user-guides available **here**. Technical support is available 24 hours a day / 7 days a week by calling (844) 603-4262
How can I find out what textbooks or other materials are required? See the **Oxnard College Bookstore Booklist**.
Can I take an online class if I have a learning disability? Yes, visit the **EAC** for learner accommodations, if needed.

<u>**Class Demeanor and Expectations in this Course:**</u>
In the fire service you are expected to respect each other and the traditions that guide firehouse life. Firefighters are expected to behave in a manner that shows respect, tolerance, professionalism, and an amiable attitude. I expect the same in this class. The fire service is a family and we call each other brother and sister, so start acting this way now and you will have a much more successful career as a firefighter. Firefighters are expected to give 100% effort in all they do. Good enough never is. I hope you will take the same attitude in this class. I would love to see every student earn an "A" and come out of this class better prepared to pursue the fire service.
Taking a course online requires the same amount of respect with an amiable attitude as a face-to-face class. Please read the ten Core Rules of Netiquette before class starts, found here:

Here are some guidelines I came up with.
Before hitting send or save when posting in the discussion groups, you should reread your post and ask yourself if your post meets the guidelines of the following four R's of internet posting. You might even want to consider these guidelines with your Snapchat, Facebook, Instagram and Twitter accounts. Ask yourself is it…

Real: Is this post based on true facts that can be verified? If it is opinion and not factual, then be sure to prefix your post with the statement that this is only your opinion or perspective on the issue.

Respectful: Is what I am saying and how I am saying it respectful of others and their opinions? Why has the internet become a place where everyone feels they can be nasty and mean? Let's treat each other with the respect we would like shown to ourselves. Please, no cursing or foul language in your posts.

Reasonable: Ask yourself, "is my perspective lucid and clear and does it make sense?" Have you really taken the time to research the issue and to think it through to come up with a reasonable post that adheres to the other guidelines, like being true and honest and respectful?

Relevant: Always ask yourself the question is this really worth saying? Is my post relevant to the subject at hand or am I just rambling? This also goes back to respecting another person's time.

One last thing regarding posts in discussions or in projects. One of the hardest things to learn in college is how to be thorough but terse or brief. I have papers turned in that are only a page but should have been at least 2-3 pages. I also have students who write 5-page papers that could have been said in a paragraph. Learning how to put your thoughts in a paper or post in an intelligent, clear and yet thorough manner is something that I am still working on as well, so proof-read and stop and think about what you have to say. Proof-read posts and make sure it reads the way you meant it and that it makes sense. We have all made mistakes where the auto-correct changed what we said or typed and then end up embarrassed or looking foolish. Proof-read!

Firefighters have to do and say things in a hurry, and they have to be accurate in what they do. Here is a short video that was a commercial for Nextel. What if firefighters ran Congress.