

Cogswell
Polytechnical College
Degrees at a Distance Program
In Fire Science

Dear Fire Professional:

Thank you for your interest in Cogswell College's Degree at a Distance Program (DDP), formerly known as Open Learning for the Fire Service. The program, an accredited, upper division degree program sponsored by the National Fire Academy, was designed to give fire service personnel the chance to complete a Bachelor of Science degree in Fire Science with a concentration in either Fire Administration or Fire Prevention/Technology through distance learning. The program is offered by a consortium of seven universities and colleges serving different regions in the United States. Cogswell Polytechnical College, a 117-year-old, independent, engineering/technology institution, administers the program for residents of Arizona, Nevada, and California.

I attach general information about the DDP program. Our website 'www.cogswell.edu' under the window of 'Fire Science' provides ample information about Cogswell College offerings in Fire Science. You may also consult the catalog for details about courses offered. The site is being re-designed and more information will soon be available to you. In the meanwhile, I invite you to contact me at 1 800. 264-7955. I would love the opportunity to discuss how we can serve you better at Cogswell College and answer any questions you may have.

If you wish to enter the program this academic year, I urge you to contact me as soon as possible. You could start as a Certificate Student or as a Degree Student. You may have your transcripts sent to our registrar, along with copies of any educational certificates you earned for evaluation.

I look forward to welcoming you to Cogswell College Fire Science Program.

Regards,

Dr. Younes Mourchid
Director of DDP Program
Associate Professor of Education
Cogswell Polytechnical College
1175 Bordeaux Drive, Sunnyvale CA 94089
Tel: 408 541-0100 ex. 105
Fax: (408) 747-0764
E-mail: ymourchid@cogswell.edu

BACHELOR OF SCIENCE DEGREE IN FIRE SCIENCE

The Degrees at a Distance Program has been at Cogswell since 1981. It was designed to give fire service personnel the chance to complete a Bachelor of Science degree in Fire Science with a concentration in either Fire Administration or Fire Prevention/Technology through distance learning. Courses are delivered via the online course management system ETUDES-NG. In addition, Cogswell College offers five-day **Resident Programs** each term at various locations in our three-state territory. In a resident program, students take a concentrated course for full credit in a classroom setting with other students and a faculty member face-to-face. Attendance of resident programs is optional, but highly recommended.

The Cogswell academic calendar breaks into two 16-week terms (fall and spring) and a summer term. The DDP faculty members have a wealth of experience in their specific fields, and are usually executive fire officers. Faculty members often have graduate degrees and some have written textbooks in their areas of expertise. In the distance online learning format, courses typically requires written discussion questions weekly, written assignments, quizzes, individual and group final projects.

The Fire Science curriculum maintains high academic standards while addressing the practical problems of the fire service. More than just overviews or surveys, Fire Science courses teach applied critical thinking skills designed to provide students with techniques to analyze and influence approaches to community-based problem solving.

WHO IS ELIGIBLE?

- A student who has an Associate degree in fire science with GPA of 2.5
- A student who has an Associate degree (or higher) in a field other than fire science with a GPA of 2.5
- A student who has no Associate degree. This student must complete lower division courses before beginning the program:
 - o English composition 100 level
 - o At least 12 units of lower division Fire Science Courses
 - o GPA of 2.5
- A student who has internet access through a computer and who is comfortable with use of computer technologies and web-based learning platforms

Fire Science Students Learning Outcomes

By the completion of the DDP program, graduates will

1. Be prepared and equipped with the theoretical knowledge to effectively function as an Administrative Fire Officer.
2. Apply the theories of managing human, financial, technological and other resources in emergency or non-emergency setting.
3. Demonstrate ethical behavior in leading and management practices
4. Demonstrate effective interpersonal communication, critical thinking and decision-making skills commensurate with a defined level of responsibility
5. Demonstrated the ability to function independently and as part of an effective management team as appropriate in all situations.
6. Demonstrate the application of Fire and Emergency Services health, safety & risk management principles

Benefits of Online Learning

Innovative instructors at institutions worldwide are discovering the potential of the online environment to deliver instruction of the highest quality to people who would otherwise have limited access to higher education. This is an exciting and challenging time in education. Simply defined, online education refers to courses offered via the Internet. The minimum requirement for students to participate in an online course is access to a computer, the Internet, and motivation to succeed in a nontraditional classroom.

Online courses provide an excellent method of course delivery unbound by time or location allowing for accessibility to instruction at anytime from anywhere. Adult learners in particular, find the online environment a convenient way to fit education into their busy lives. The ability to access a course from a home computer via the Internet, 24 hours a day, and seven days a week is a tremendous incentive for the DDP students to reach their academic and career goals.

Quality Education

Online courses provide students with ongoing, individual and group dialogues with the instructor and the other students. Additionally, students receive personalized instructor feedback and can share insights and information with fellow online students. Online courses should be fun as well as rewarding, and they are an exciting new way to learn that is interactive, engaging and stimulating.

Flexibility

Courses are conducted according to a schedule, and DDP program have no "live" classes to attend. Instead, lectures, coursework, assignments, questions, and discussion all take place at your convenience - online. Students choose the place - at home, or at work - wherever you have access to a computer and the Internet. Except for turning in assignments when they're due, your schedule is totally up to you.

Synergy

The online format allows for a high level of dynamic interaction between the instructor and students and among the students themselves. Resources and ideas are shared, and continuous synergy will be generated through the learning process as each individual contributes to the course discussions and comments on the work of others. The synergy that exists in the student-centered Virtual Classroom is one of the most unique and vital traits that the online learning format possesses.

High Quality Dialogue

Within an online asynchronous discussion structure, you have time to carefully reflect on each comment from others before responding or moving on to the next item. This allows you to articulate responses with much more depth and forethought than in a traditional face-to-face discussion situation where you are forced to analyze the comment of another on the spot and formulate a response or otherwise lose the chance to contribute to the discussion.

Student Centered

Within an online discussion, students respond to the course material (lectures and online articles, for example) and to posts made by other students. While it is expected that a student reads all classmates' contributions, she becomes actively engaged only in those parts of the dialogue most relevant her needs. In this way, the student is in control of her own learning experience and can tailor the class discussions to meet your her specific needs. Ideally, a student makes her own individual contributions to the course while at the same time she takes away a unique mix of information directly relevant to her needs.

NFA Completion and Achievement Certificates

Because Cogswell College is one the seven consortium schools in the United States sponsored by the National Fire Academy, DDP students who meet a certain requirements earn two NFA Certificates, besides a BS in Fire Science.

1- NFA Certificate of Completion

When a DDP student completes successfully six core DDP baccalaureate courses and files NFA application form 75-5a for every course, an NFA certificate of Completion will be issued to the students, upon request

2- NFA certificate of Achievement

When a DDP student completes the required 120 units for a BS in Fire Science with a 3.5 GPA or better and applies for graduation, an NFA certificate of Achievement is issued to the graduate, upon request.

**DEGREES AT A DISTANCE
PROGRAM OF STUDY**

LOWER DIVISION TRANSFER REQUIREMENTS (60 units)

(Community College level)

General Education (27 units)

English Composition
Speech
Technical Report Writing
US History OR
American Government
2 Humanities courses
2 Social Science courses
1 Elective (either Humanities or Social Science)

Math/Science (12 units)

MA 112 College Algebra
Hazardous Materials
Physical Science
Business Math or Financial Planning

Fire Science (21 units)

UPPER DIVISION REQUIREMENTS (60 units)

(With the exception of Misc. Requirement, all courses must be taken from Cogswell)

Core Curriculum (21 units)

FS355 Advanced Fire Administration
FS357 Fire Prevention, Organization, & Mgmt
FS359 Personnel Management for the Fire Service
FS474 Fire Pro, Structure & Systems Design
FS482 Political & Legal Foundations of Fire Protection
FS484 Community Risk Reduction
FS486 Managerial Issues of Hazardous Mat

Business/Administration (12unit)

Public Administration
Management
Business Law
Accounting/Budgeting

General Education (15 units)

ENG 300 Essentials of Written Communication
SSC 320 Research Methods
HUM 360 Ethics and the Fire Service
SSC 400 Topics in International Studies
MA 355 Statistics

Concentration Courses (12 units)

Fire Administration

FS362 Analytical Approach to PFP
FS440 Disaster and Fire Defense PL
FS344 Application of Fire Research
FS494 Senior Project

Fire Prevention/Technology

FS415 Fire Related Human BH
FS446 Fire Invest & Analysis
FS442 Fire Dynamics
FS494 Senior Project

FREQUENTLY ASKED QUESTIONS:

Who enrolls in the Degrees at a Distance Program?

If you are interested in continuing your education and improving your opportunity for career advancement, and if distance education will suit your needs, then the Degrees at a Distance Program is right for you.

Do I need an Associate degree to start my Bachelor's degree with Cogswell College?

It is preferred that new applicants hold an A.S. in Fire Science, but not necessary. However, degrees are not transferred, only credits. You may take lower division requirements while working toward your B.S. degree. However, you must have completed at least 12 units of the lower division fire science requirement of 21 units and the lower division English composition course before beginning upper division courses.

What is the tuition for the Degrees at a Distance Program?

Our current tuition is \$570 per 3-unit course (subject to change).

How do I apply for admission?

An Application for Admission form is included in this packet. Fill it out and complete the required essay. Submit the application, essay, application fee, and a photocopy of your high school diploma to the Admissions office. We suggest that you request official transcripts from colleges you attended be sent directly to the Cogswell's Admissions office.

When will I receive a response to my application?

When Admissions receives a complete application package, your file will be forwarded to the DDP office for evaluation. The process takes approximately two weeks. If accepted, you will receive an acceptance letter and a transcript evaluation.

What courses will transfer from my past schooling?

Courses which fulfill Cogswell College requirements for which you earned a C or better are transferable. We transfer up to 60 lower division units from an accredited college.

What courses must be taken from Cogswell?

The upper-division FS courses (7 core courses, 3 concentration courses, and Sr. Project) MUST be taken from Cogswell. General Education requirements and other electives offered at Cogswell College must be taken from Cogswell. In other circumstances, upon evaluation, students may obtain permission to take and transfer a GE or an elective course from other accredited institutions

Can Fire Service Certificates or National Fire Academy courses fulfill any of my requirements?

Yes. Although nothing can substitute for the eleven required upper division fire science courses, a number of state and military fire certificates and NFA courses can fulfill other upper and lower division requirements in the program. For example, instructor courses (such as Instructor IA or IB in California) can fulfill the lower division Speech requirement or the Technical Report Writing requirement. We follow the ACE recommendations for NFA courses. Your academic advisor will counsel you further on this question.

What is the DDP Certificate of Completion?

When a DDP student has completed six or more of the upper division fire science courses, he/she may request a National Fire Academy/Cogswell College Certificate of Completion. For students continuing on toward a Bachelor's degree, this certificate is an intermediate step.

When and how do I register for classes?

DDP students receive registration packets prior to each trimester. A student who wishes to take a course that term submits the registration form with payment for the course. The course instructor shortly before the start of the term, e-mails the syllabus and pre-class assignments to the enrollee. Students then log-in to their online class on the first week of the term using the course management system ETUDES-NG. We use an asynchronous mode of instruction.

What is the cost of books?

Most of course material will be available in PFD format through your online course. The National Fire Academy course guides set cost for the fire science course in the range of \$15-25. About two-thirds of the courses require an additional textbook, whose cost varies.

How often must I take courses in order to remain current in the program?

To remain current in the program, a student must take and successfully complete at least one course that fulfills a curriculum requirement during the fall and spring terms respectively. Summer attendance is optional. After all FS core requirements and concentration courses are fulfilled, exceptions can be made with GE and elective courses after consultation with the DDP Director. A student returning after a hiatus must reapply for admission to the program.

How many courses may I take each term?

It depends on how soon you want to earn your degree. As long as students remain current in the program by taking at least one course per term, students may take as many courses as they wish. Many students combine one or two distance course with one or more resident course per term. It is important to follow the sequence of courses mapped in the [Program of Study Sheet](#).

What is the purpose of the Resident Programs?

The Resident Program gives students the chance to work with other students, network, and meet faculty members face to face. With emphasis on group projects and classroom interaction, the courses taught in resident programs offer a nice change of pace from the more solitary, written-response format used in distance courses.

What Course Management System (CMS) Cogswell uses for online courses?

Cogswell uses [ETUDES-NG](#): *Easy To Use Distance Education System - Next Generation*. ETUDES-NG is a Course Management System used to deliver Cogswell courses online. ETUDES-NG is managed by Foothill for many colleges.

Is there any financial aid for DDP students?

Since DDP students are part-time, state and federal student aid may not be available to them. Cogswell does have a few modest scholarships available specifically for DDP students each year. These go to students whose departments or point of employment does not reimburse them for education. Cogswell is also approved for Veteran's and military benefits.

Contact all colleges that you have attended and request **official transcripts to be sent** directly to:

Admissions Office
Attn: Monty Bott
Cogswell Polytechnical College
1175 Bordeaux Drive
Sunnyvale CA 94089

For answers to any questions, please contact:

Dr. Younes Mourchid
Director of DDP Program
Associate Professor of Education
Cogswell Polytechnical College
1175 Bordeaux Drive, Sunnyvale CA 94089
Tel: 408 541-0100 ex. 105
Fax: (408) 747-0764
E-mail: ymourchid@cogswell.edu

We look forward to welcoming you into the Degrees at a Distance program.