Student Activity Record - Fire Officer I

Michigan Department of Labor & Economic Growth
Bureau of Construction Codes & Fire Safety
Office of Fire Fighter Training
P.O. Box 30700, Lansing, MI 48909
517-373-7981

This form can be completed by tabbing to each field and typing in the required information.

(Instructions for completion on back)

INSTRUCTOR NAME

COURSE NUMBER

Activity Legend

C - Classroom Attendance
F - Field Trip Activity
H - Homework
I - In-Class Group Activity
Q - Quiz
S - Satisfactory
U - Unsatisfactory

Student Number	Last Name, First Name	Session 1			Session 2				Session 3			Session 4			Session 5				Session 6			Session 7			Student Number
		C	H	Q	C	H	H	Q	C	H	Q	C	H	Q	C	H	H	Q	C	I	Q	C	H	Q	
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Electronic Completion - This form may be completed electronically and printed. In order to save your completed form, you must have the full version of Adobe Acrobat.

Purpose - The Student Activity Record is designed to assist the instructor with monitoring and recording mandatory student activities.

Required Use - Course Managers are required to use this form to maintain an up-to-date master record of all mandatory student activities. **The Course Manager must have this record at his or her training sessions without exception.** The record must be presented for review upon request from an authorized OFFT representative. The Course Manager should provide all participating instructors with a copy of this form to be used during class sessions. Completed forms should be returned to the Course Manager immediately following each class session to update the master Student Activity Record form.

Instructions For Use - Below is a legend of the alpha identifiers that appear on the form along with instructions for use.

"C" - Classroom Attendance - Place an "X" in this column to indicate classroom attendance and enter the date of the classroom session in the vertical space above.

"F" - Field Trip Activity - Place an "X" in this column to indicate acceptable completion of field trip.

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"I" - In-Class Group Activity - Place an "X" in this column to indicate completion of In-Class Group Activity.

"Q" - Quiz Score - Record the student quiz scores *(percentage of correct answers)*. To determine percentage of correct answers, divide the total number of quiz questions into 100 and multiply the answer *(quotient)* by the number of questions answered correctly. *(Minimum passing score 70%)*

"S" - Satisfactory - Place an "X" in this column to indicate satisfactory completion of the Preceptorship Evaluation.

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		C	H	Q	C	I	Q	C	I	Q	C	F	Q	C	I	H	Q	C	I	Q	C	H	Q		
1																									1
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		C	H	Q	C	Q	C	I	Q	C	I	Q	C	I	Q	C	H	Q	C	U	S	C	
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1			1
2			2
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9			9
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20			20

Authority: 1966 PA 291 Completion: Voluntary Penalty: None	The Department of Labor & Economic Growth will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, marital status, disability or political beliefs. If you need help with reading, writing, hearing, etc., under the Americans with Disabilities Act, you may make your needs known to this agency.

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