

Student Activity Record - Fire Officer II
Michigan Department of Labor & Economic Growth
Bureau of Fire Services
Office of Fire Fighter Training
P.O. Box 30700, Lansing, MI 48909
517-241-8847

(Instructions for completion on back)

INSTRUCTOR NAME										COURSE NUMBER															
Student Number	Activity Legend C- Classroom Attendance F- Field Trip Activity H- Homework I - In-Class Group Activity Q- Quiz Last Name, First Name	Session 1			Session 2			Session 3			Session 4				Session 5			Session 6			Session 7				Student Number
		C	H	Q	C	I	Q	C	H	Q	C	I	H	Q	C	H	Q	C	H	Q	C	H	Q		
1																								1	
2																								2	
3																								3	
4																								4	
5																								5	
6																								6	
7																								7	
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17																								17	
18																								18	
19																								19	
20																								20	

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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.

"H"-Homework - Place an "X" in this column to indicate completion of the homework assignment. Two columns are provided to accommodate sessions that require more than one homework assignment.

"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%*)

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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
2																								2
3																								3
4																								4
5																								5
6																								6
7																								7
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Student Number	Activity Legend	Final Exam	Instructor Comments	Student Number	
	C- Classroom Attendance F- Field Trip Activity H- Homework I - In-Class Group Activity Q- Quiz Last Name, First Name	C			
1				1	
2				2	
3				3	
4				4	
5				5	
6				6	
7				7	
8				8	
9				9	
10				10	
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17				17	
18				18	
19				19	
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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