

Managing Officer Applicant Contract

All Managing Officer (MO) Applicants are expected to thoroughly review the current MO Handbook [MO Handbook](#) and the expectations itemized below.

All Applicants must acknowledge that they have read and understand this contract by uploading a **signed** copy of this form at the time of application.

Academic and Professional Commitment

- **Work hard and accept responsibility for one's own learning.** While the MO Curriculum is specifically designed to impart necessary learning objectives, perspectives, and skills to Managing Officers, it is crucial that students are proactive in their own learning process. For example, thorough reading of each course syllabus, student manual, grading rubrics, etc. prior to class are an essential part of making the most of each learning opportunity. Each class will have its own unique experience, dependent upon the instructors and composition of the class's experience and education; therefore, students are encouraged to be engaged in course content, question content and ideas, and reference course materials and required reading/videos throughout their MO experience.
- **Develop a reasonable plan to accomplish pre-coursework and classwork.** Students are expected to review pre-course materials as soon as they are received and to plan adequate time to complete assignments by specified due dates. As adult learners with a multitude of personal and professional responsibilities, students are expected to complete assignments as soon as possible to ensure that unexpected obligations do not create barriers for success.
- **Use multiple methods of studying to learn the material.** Students are expected to identify and embrace potential weaknesses in their own experiences or educational backgrounds by supplementing required MO assignments with outside learning resources.
- **Ask for help when needed.** Students who receive negative feedback on assignments are expected to ask for additional help when needed. If instructors or NFA staff are unable to provide direct assistance, they will attempt to suggest supplemental resources. It is the responsibility of each student to ensure they are keeping up with coursework and writing skills to meet the expectations described in each assignment and course.
- **Become familiar with the resources available in your community.** In addition to resources available through the National Fire Academy (NFA) Learning Resource Center (LRC) students are expected to research additional resources available online, through local colleges and universities, public libraries, etc.
- **Students are expected to read the textbooks required** for the curriculum.
- **Utilize a laptop, tablet or similar portable computing device** to complete assignments on and off campus. A hardbound journal will be provided to students during the first course. Students are expected to journal throughout the MO Program experience and may journal electronically depending on their own learning and development preferences. When in class, students are expected to limit device use to activity completion or research, journaling, student manual, and the completion of assignments only.
- **Apply basic writing skills for ALL course assignments** to include, but not limited to:
 - Organization. Logical, coherent sequence of paragraphs demonstrating clear analytical development; fluid transitions between ideas, sum up main ideas and identify larger implications or places ideas in broader context.
 - Style. Consistently uses correct spelling, punctuation, voice and grammar. Uses thoughtful, clear word choice throughout.
 - APA style as directed within each course/assignment.
- **Become familiar with the resources available** through the National Emergency Training Center Library. [National Emergency Training Center Library \(fema.gov\)](#)
- **Answer all program communications** or inquiries in a timely manner.
- **Abide by NFA behaviors of conduct**, stated or implied, at all times on or off campus.

- [NETC Welcome Package](#)
- [National Fire Academy Student Rules \(fema.gov\)](#)
- [Firefighter Code of Ethics \(iafc.org\)](#)

The MO Program requires an overall score of 80% to pass each class. Students who do not receive a passing grade will be removed from the program. Please see the MO Handbook for additional details.

Based on course scheduling and student availability, the MO Program is designed to be completed within two years.

By signing below, I certify that I have read, understand, and agree to uphold all provisions of this contract and the Managing Officer Program guidelines.

Applicant Printed Name: _____

Applicant Signature: _____ **Date:** _____