
Unit 6: Course Summary

INSTRUCTOR GUIDE

Objectives

At the end of this unit, the students should be able to:

- Identify the course objectives.
 - Take the final exam.
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Scope

- Unit Introduction
 - Course Objectives Review
 - Exam Preparation and Instructions
 - Exam
 - Feedback and Closeout
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Methodology

The unit begins with a review of the course objectives. The participants will discuss how well the course met these objectives.

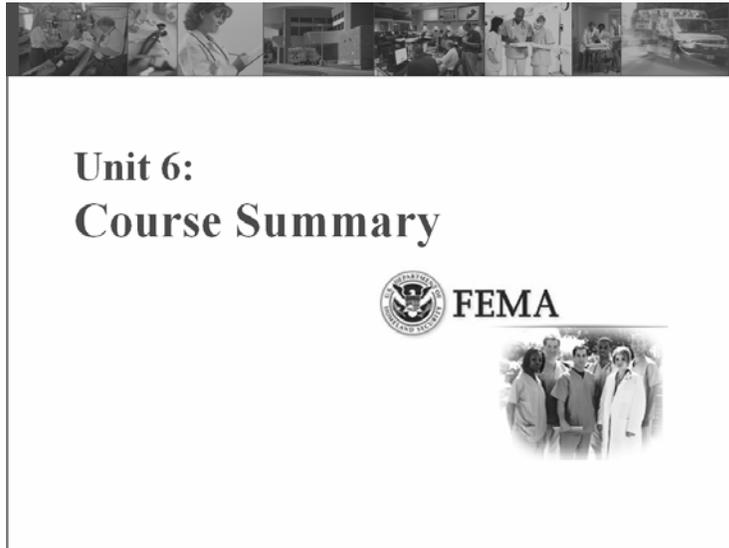
Next, participants are given time to review the course materials and prepare for the final exam. Instructors must address any questions that the participants have about the content. If time permits, the instructors should review the key points from each of the units.

The instructors will then provide instructions on taking the final exam. After the exam is completed, the instructors will emphasize to the group the importance of providing course feedback.

Time Plan

A suggested time plan for this unit is shown below. More or less time may be required, based on the experience level of the group.

Topic	Time
Unit Introduction and Course Objectives Review	5 minutes
Exam Preparation and Instructions	15 minutes
Exam	30 minutes
Feedback and Closeout	10 minutes
Total	1 hour



Visual Description: Title Slide

Key Points

Explain that this unit will revisit course objectives and prepare participants for the course post-test.



Review ICS-200 Course Objectives

Are you now able to:

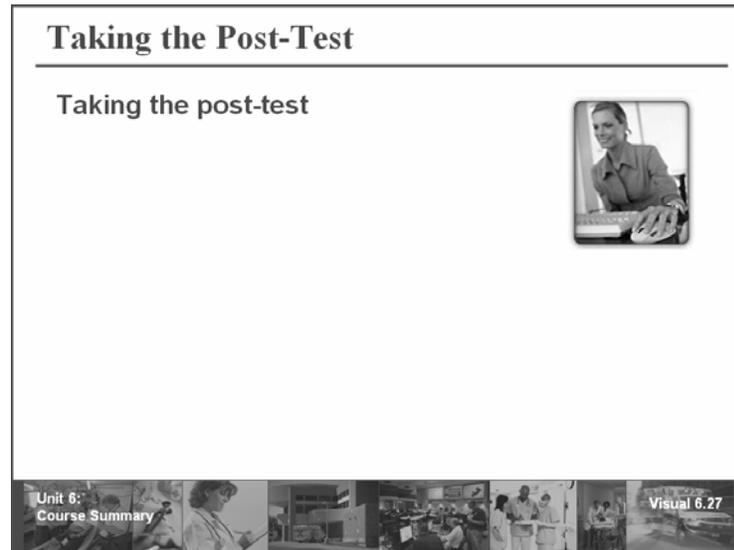
- Describe the Incident Command System (ICS) organization appropriate to the complexity of the incident or event?
- Use the ICS to manage an incident or event?



Visual Description: Objectives Review

Key Points

Recap the course objectives listed on the slide. Facilitate a class discussion on how well the course met these objectives, stressing that participants should note any improvement areas in the course evaluations.



Visual Description: Taking the Post-test

Key Points

Tell participants that they should now be ready to take the Applying ICS to Healthcare Organizations post-test. The purpose of the test is to make sure that participants have learned the course content. The post-test includes 25 multiple-choice items.

Note that to receive credit for this course, participants must answer 75% of the questions correctly.

Note: Additional guidance appears on the next page.

Present the following instructions:

1. Take a few moments to review your Student Manuals and identify any questions.
2. Make sure that you get all of your questions answered prior to beginning the final test.
3. When taking the test . . .
 - Read each item carefully.
 - Circle your answer on the test.
 - Check your work and transfer your answers to the computer-scan (bubble) answer sheet or enter the answers online.

Tell the participants that they may refer to their Student Manuals when completing this test.

Important Instructor Note: It is important that you allow the participants enough time for them to review the course materials prior to taking the exam. If time permits, you can facilitate a structured review of the materials using the following techniques:

- Assign each team a lesson and have them summarize and present the key points to remember.
- Select five to seven of the most critical points from each lesson. Present a brief review of these points. Ask questions to ensure that the participants remember the most important information.

When the review is completed, distribute the exams. Remain in the room to monitor the exam and to be available for questions. Collect the completed exams.

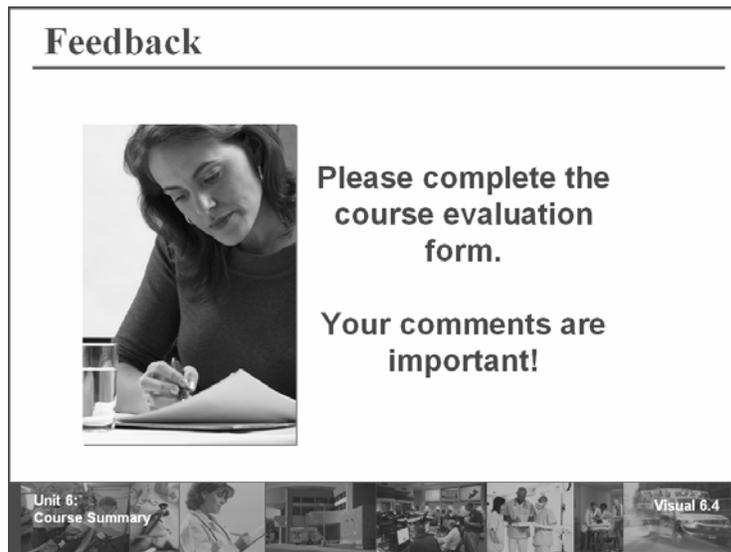
Instructor Note: To receive a certificate of completion, students must take the 25-question multiple-choice posttest, submit an answer sheet (to EMI's Independent Study Office), and score 75% on the test. Two options exist for test submission:

Students submit their tests online, and receive a certificate in the mail.

- Go to <http://training.fema.gov/EMIWeb/IS/> and click on the link for ICS-200.
- Click on "Download Final Exam Questions" (found at the bottom of the page). You may want to print the test.
- Click on "Take Final Exam" (found at the bottom of the page).

Instructions for group delivery: Tests can be provided upon request by calling (301) 447-1256. The completed tests can then be submitted as a group to:

EMI Independent Study
16825 South Seton Ave.
Emmitsburg, MD 21727



Visual Description: Course Feedback

Key Points

Ask participants to complete a course evaluation, emphasizing that their input is critical to continual improvements.