

**The University of Western Ontario
DAN Management and Organizational Studies**

“Introduction to Aviation”

Course Information

Course Number: MOS 1022F
Course Name: Introduction to Aviation
Class Time: Wednesdays 09:30-12:30
Class Location: KB-K203

Prerequisite

This course is limited to students enrolled in the Commercial Aviation Management (CAM) specialization of the Management and Organizational Studies (MOS) program. Unless you have either the requisites for this course or written special permission from your Dean to enrol in it, you may be removed from this course and it will be deleted from your record. This decision may not be appealed. You will receive no adjustment to your fees in the event that you are dropped from a course for failing to have the necessary prerequisites.

Instructor Information

Instructor: Dr. Suzanne Kearns
Rank: Assistant Professor
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Office Hours: Wednesday 8:30-9:30am, 12:30-1:30pm and by appointment

Course Syllabus

Course Content

This course is designed as an introduction to the field of aviation. Subjects to be covered include the history of aviation in Canada, civil aviation, military aviation, airports and security, air law in Canada, the air navigation system of Canada, human factors, accident investigation and the transportation safety board of Canada, aviation safety statistics, safety management systems, and the future of aviation. The purpose of this course is to provide persons interested in aviation a survey of the Canadian aviation industry. This course is appropriate for both students who are interested in becoming pilots and aviation managers as the content does not replicate pilot ground school topics.

Course Objectives

- Understand the historical, social, and economic impact of aviation on society
- Develop a broad perspective of the aviation industry and the national airspace system in Canada
- Gain an understanding of the range of themes and issues taught within the Commercial Aviation Management program at the University of Western Ontario

Course Requirements

Attendance: Attendance is mandatory in this course and absences will have a negative impact on your participation grade. A student should expect to lose 10% of the participation component of their grade in the course for each absence. In addition, students are expected to be seated in class by 9:30am when the

lecture begins. For medical absences, refer to the policy on accommodation for medical illness (<https://studentservices.uwo.ca/secure/index.cfm>). If you have a valid excuse for an absence you must inform the instructor before the intended date. It is up to the instructor's discretion whether or not to excuse an absence.

Mentorship and cohorts: To encourage success in the intensely challenging Commercial Aviation Management (CAM) program, students in MOS 1022 will be organized into small groups called 'cohorts'. Each cohort will work as a team on in-class activities and assignments. In addition, each cohort will be assigned a senior CAM student mentor. CAM mentors will visit with their cohorts during the last 30-60 minutes of class every few weeks. Students are encouraged to use this opportunity to ask their mentor's questions about how to succeed within the CAM program.

Course readings and practice activities: It is expected that all students will have completed their assigned course readings **before** attending each lecture. This is important as it provides an enhanced understanding of the course material and students will be prepared to ask questions in class. In addition, students are expected to complete weekly practice activities. The practice activities are printed within the course textbook, on the last page of each chapter. Students must turn in their practice activities at the beginning of each class, within the first 10 minutes, either by tearing the perforated sheets from their texts or replicating the sheet via photocopy or word processor. Practice activities will not be accepted after the first 10 minutes of class have passed or if you are absent. Practice activities count towards the participation component of the course grade.

Course essay and late policy: The essay assignment in the course is due at the beginning of class on the due date. Students who turn in their essay after the first 10 minutes of class on the due date will be subject to a 10% late penalty. This rule is in place to discourage students from using class time to write their paper and arriving at the end of the class period to turn in their assignment. An additional 10% late penalty will be incurred for each additional 24 hour period that the essay is late.

Accessibility: DAN Management and Organizational Studies strives at all times to provide accessibility to all faculty, staff, students and visitors in a way that respects the dignity and independence of people with disabilities. Please contact the course instructor if you require material in an alternate format or if you require any other arrangements to make this course more accessible to you. You may wish to contact Services for Students with Disabilities (SSD) at 661-2111 #82147 for any specific questions regarding an accommodation. More information about "Accessibility at Western" is available at: <http://accessibility.uwo.ca>.

Plagiarism: Students must write their papers and assignments in their own words. Whenever students take an idea, or a passage from another author, they must acknowledge their debt both by using quotation marks where appropriate and by proper referencing such as footnotes or citations. Plagiarism is a major academic offence. The essay in this course must be completed in APA format.

Scholastic Offences: Scholastic offences are taken seriously and students are directed to read the appropriate policy, specifically, the definition of what constitutes a Scholastic Offence, at the following web site: <http://www.uwo.ca/univsec/handbook/appeals/scholoff.pdf>. Please keep in mind that ignorance of this policy is not considered an excuse for a scholastic offence.

Plagiarism Checking: All required papers may be subject to submission for textual similarity review to the commercial plagiarism detection software under license to the University for the detection of plagiarism. All papers submitted will be included as source documents in the reference database for the purpose of detecting plagiarism of papers subsequently submitted to the system. Use of the service is subject to the

licensing agreement, currently between The University of Western Ontario and Turnitin.com (<http://www.turnitin.com>).

Grading: Every effort will be made by the instructor to grade materials as quickly as possible. Once all student assignments have been graded, grades will be posted through the course website at webct.uwo.ca.

Course Materials

Required Text

Kearns, S. (2009). *Canadian Aviation*. Dubuque, IA: Kendall Hunt Publishing Company.

Course Website

Supplementary instructional and reference material may be posted on the course website. You can log onto the course website by visiting webct.uwo.ca with a valid student number and password.

Methods of Evaluation

There are four evaluation items within this course, as described below. The weighting of each item is presented below:

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| 1. Class Participation | 15% |
| 2. Midterm Examination | 20% |
| 3. Aviation Essay | 30% |
| 4. Final Examination | 35% |

Description of Evaluation Items

Class Participation: A crucial element of this course is the sharing of ideas and opinions. Since each of us brings a unique background of experiences, much can be learned from class debate and discussion. However, perfect attendance alone will not guarantee a perfect participation grade. Your participation grade will be dependent on your *involvement* in class discussions and activities and attendance. Participation will account for 15% of your final grade. Student practice activities will count towards your participation grade. Practice activities are graded pass/fail.

Absences: All absences will impact your participation grade. As a rule of thumb, you can expect each absence to subtract 10% of your participation grade. For medical absences, refer to the policy on accommodation for medical illness (<https://studentservices.uwo.ca/secure/index.cfm>). If you have a valid excuse for an absence you must inform the instructor before the intended date. It is the instructor's discretion whether or not to excuse an absence.

Midterm Examination: A midterm examination will be given in class mid-semester. The midterm exam will cover all information that has been presented in the course up until the midterm date, including readings, lectures, videos, examples, etc. Therefore it is crucial that you take good notes throughout the term and complete all assigned readings. The exam format may include multiple choice, fill-in-the-blanks, short answer, and/or essay questions. Computer-marked multiple-choice tests and/or exams may be subject to submission for similarity review by software that will check for unusual coincidences in answer patterns that may indicate cheating.

Aviation Essay: Throughout the duration of this course you will be exposed to a wide range of aviation topics and issues. In the first class you will be broken up into 4 or 5 person cohorts. You will be required to compose a 10-page paper describing an aviation topic of your choice. The 10-page requirement refers only to the body of the paper. The title page, abstract, and reference pages are in addition to the 10-page minimum. All members of your cohort will write independent papers, but each cohort must choose an

over-arching theme. For example, your cohort may choose aviation history. Within this theme, individual members of your group may choose to write about the Wright brothers, the life of Leonardo da Vinci, the Avro Arrow, the Hindenburg, or deregulation. Other broad themes may include airlines, human factors, types of aircraft and the impact of each, aviation pioneers, aviation economics, aviation weather & meteorologists, aviation safety, regulating bodies (Transport Canada, FAA, ICAO, IATA, etc.), terrorism & security, etc. This is your opportunity to further explore any issue that sparked your interest throughout the course. You **must** have your cohort topic approved by the professor. The professor will approve your topic or offer suggestions to help you clarify your ideas. The paper is due within the first 15 minutes of class on the due date. This paper is expected to be in proper APA format (12 point font with standard margins) with a minimum of 10 references from newspapers, magazines, websites, journals, etc. However, keep in mind that it is the student's responsibility to critically evaluate the credibility of all sources included in the paper. For example, "wiki" websites are inappropriate sources because anyone can post information and there is no guarantee of accuracy. Additional essay instructions will be provided in class. Style: Make sure you use proper grammar, spelling, and punctuation in your essay. Remember to follow APA guidelines when formatting your essay and references page.

Final Examination: A comprehensive final examination will be given at the end of the semester. A final exam review will be given prior to the exam. The final exam will cover all information in the course, including readings, lectures, videos, examples, etc. Therefore it is crucial that you take good notes throughout the term and complete all assigned readings. The exam format may include multiple choice, fill-in-the-blanks, short answer, and/or essay questions. Computer-marked multiple-choice tests and/or exams may be subject to submission for similarity review by software that will check for unusual coincidences in answer patterns that may indicate cheating.

Calendar – Lecture Overview and Required Readings

September 14, 2011

Orientation to the CAM program
Course introduction
Overview of syllabus and course expectations

September 21, 2011

The history of aviation in Canada (required reading, Chapter 1)

September 28, 2011

Civil aviation (required reading, Chapter 2)

October 5, 2011

Military aviation (required reading, Chapter 3)

October 12, 2011

Airports and security (required reading, Chapter 4)

October 19, 2011

Mid-term Examination

October 26, 2011

Air law in Canada (required reading, Chapter 5)

November 2, 2011

Air navigation system of Canada (required reading, Chapter 6)

November 9, 2011

Human factors (required reading, Chapter 7)

November 16, 2011

Library Information Session (no required reading)

November 23, 2011

Accident investigation and the Transportation Safety Board of Canada (required reading, Chapter 8)
Aviation safety statistics (required reading, Chapter 9)
Papers Due

November 30, 2011

Class Cancelled

December 7, 2011

Safety management systems (required reading, Chapter 10)
Final exam review

GENERAL INFORMATION

If, on medical or compassionate grounds, you are unable to meet your academic responsibilities, i.e., unable to write term tests or final examinations or complete course work by the due date, you should follow the instructions listed below. You should understand that academic accommodation will not be granted automatically on request. You must demonstrate that there are compelling medical or compassionate grounds that can be documented before academic accommodation will be considered. Read the instructions carefully. In all cases, action must be taken at the earliest possible opportunity, preferably prior to the scheduled examination, test or assignment.

1. Check the course outline to see if the instructor has a policy for missed tests, examinations, late assignments or attendance. The course outline should include the preferred method of contact (e-mail, phone, etc.).
2. Inform the instructor prior to the date of the scheduled time of the test or examination or due date of the assignment. If you are unable to contact the instructor, leave a message for him/her at the department office.
3. Bring your request for accommodation to the Social Science Academic Counselling Office, Room 2105, Social Science Centre, telephone 519 661-2011 or fax 519 661-3384. Be prepared to submit documentation of your difficulties.
4. If you decide to write a test or an examination you should be prepared to accept the mark you earn. Rewriting tests or examinations or having the value of the test or examination reweighted on a retroactive basis is not permitted.

TERM TESTS and MID-TERM EXAMS

1. If you are unable to write a term test, inform your instructor (preferably prior to the scheduled date of the test). If the instructor is not available, leave a message for him/her at the department office.
2. Be prepared, if requested by the instructor, to provide supporting documentation. Submit your documentation to the Social Science Academic Counselling Office.
3. Make arrangements with your professor to reschedule the test.
4. The Academic Counselling Office will contact your instructor to confirm your documentation.

FINAL EXAMINATIONS

1. You require the permission of the Dean, the instructor, and the Chair of the department in question to write a special final examination.
2. If you are unable to write a final examination, contact the Social Science Academic Counselling Office in the first instance to request permission to write a special final examination and to obtain the necessary form. You must also contact your instructor at this time. If your instructor is not available, leave a message for him/her at the department office.
3. Be prepared to provide the Social Science Academic Counselling Office and your instructor with supporting documentation.
4. You must ensure that the Special Examination form has been signed by the instructor and Department Chair and that the form is returned to the Social Science Academic Counselling Office for approval without delay.

LATE ASSIGNMENTS

1. Advise the instructor if you are having problems completing the assignment on time (prior to the due date of the assignment).
2. Submit documentation to the Social Science Academic Counselling Office.
3. If you are granted an extension, establish a due date.
4. Extensions beyond the end of classes must have the consent of the instructor, the Department Chair and Dean. A Recommendation of Incomplete form must be filled out indicating the work to be completed and the date by which it is due. This form must be signed by the student, the instructor, the Department Chair, and the Dean=s representative in the Academic Counselling Office.

SHORT ABSENCES

If you miss a class due to a minor illness or other problems, check your course outlines for information regarding attendance requirements and make sure you are not missing a test or assignment. Cover any readings and arrange to borrow notes from a classmate.

EXTENDED ABSENCES

If you are absent more than approximately two weeks or if you get too far behind to catch up, you should consider reducing your workload by dropping one or more courses. This must be done by the appropriate deadlines. (Refer to the Registrar=s website for official dates.) The Social Science Academic Counsellors can help you to consider the alternatives. At your request, they can also keep your instructors informed of your difficulties.

DOCUMENTATION

\$ Personal Illness: If you consulted Student Health Services regarding your illness or personal problem, you should complete a Records Release Form at the time of your visit allowing them to notify Social Science Academic Counselling Office. Once your documentation has been assessed, the academic counsellor will inform your instructor that academic accommodation is warranted.

\$ If you were seen by an off-campus doctor, obtain a certificate from his/her office at the time of your visit. The doctor must provide verification of the severity of the illness for the period in question. Notes stating "For Medical Reasons" are not considered sufficient.

\$ In Case of Serious Illness of a Family Member: Obtain a medical certificate from the family member's physician.

\$ In Case of a Death: Obtain a copy of the newspaper notice, death certificate or documentation provided by the funeral director.

\$ For Other Extenuating Circumstances: If you are not sure what documentation to provide, ask an Academic Counsellor.

Note: Forged notes and certificates will be dealt with severely. To submit a forged document is a scholastic offense and you will be subject to academic sanctions.

ACADEMIC CONCERNS

\$ You need to know if your instructor has a policy on late penalties, missed tests, etc. This information may be included on the course outline. If not, ask your instructor.

\$ You should also be aware of attendance requirements in courses such as Business and English. You can be debarred from writing the final examination if your attendance is not satisfactory.

\$ If you are in academic difficulty, check the minimum requirements for progression in your program. If in doubt, see your Academic Counsellor.

\$ If you are registered in Social Science courses but registered in another faculty (e.g., Arts or Science), you should immediately consult the Academic Counselling Office in your home faculty for instructions.