

---

## **MOS 1022F Introduction to Aviation Course Outline: Section – 001/Fall**

---

### **1. Course Information:**

#### 1.1 Class Location and Time:

Room: UCC 65

Date and Time: Wednesday 10:30-13:30

#### 1.2 Contact Information:

Instructor: Christopher Whitty

Office: 4434 SSC

Office Hours: Wednesday 14:00-15:00 and on appointment

Phone: 519-661-2111 ext 86720

Email: [cwhitty@uwo.ca](mailto:cwhitty@uwo.ca)

Website Address: <http://owl.uwo.ca/portal>

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 also wish to contact Services for Students with Disabilities (SSD) at 519-661-2111 ext 82147 for any specific question regarding an accommodation. More information about "Accessibility at Western" is available at: <http://accessibility.uwo.ca>

### **2. Calendar Description**

#### 2.1 Course Description:

This course is designed as a survey of Commercial Aviation and to create interest in various fields of the aviation industry. The course has been designed for those with little to no experience or knowledge of the aviation industry and to give such students a working knowledge of broad topics and discussion items in regards to aviation. Topics include: History of Aviation, Aircraft manufacturers, Aviation Business, Human Factors, Canadian Airspace, Air Traffic Control, Aviation Safety, Careers in Aviation.

3 lecture hours, 0.5 course

Antirequisite(s):None

Prerequisite(s):None

## 2.2 Senate Regulations

Senate Regulations state, “unless you have either the requisites for this course or written special permission from your Dean to enroll in it, you will 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.”

## 3. Textbook

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

## 4. Course Objectives and Format

### 4.1 Course objectives

Through and interdisciplinary focus on evidence-based practices, and with emphasis on teamwork and professional approaches, successful students will:

- Demonstrate their understanding of key elements of knowledge critical to the airline industry by describing a range of safety issues, giving examples of domestic and international legal, regulatory, and labour issues and examining environmental concerns associated with the aviation industry.
- Collaborate with team members to identify noteworthy issues within the aviation industry and present their findings to classmates
- Critically explore a contemporary issue with the aviation industry in an essay

### 4.2 Course format

The Course will be organized as a combination of lecture, group discussion, group activities, student presentations, and mentoring sessions. Guest speakers might also make presentations depending on availability.

## 5. Evaluation

Evaluation Item	Percentage of Course Grade
5.1 Class Participation	20%
5.2 Midterm Examination	20%
5.3 Aviation Essay	30%
5.4 Final Examination	30%

**5.1 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, attendance and punctuality. Participation will account for 20% of your final grade. Weekly assignments will count towards 5% of your grade, group presentations 10%, Quality of Participation 5% (ie. Having your hand up all class and making comments won't guarantee a full 5%, meaningful dialogue and class discussion is the goal. Sometimes less is more).

As mentioned, attendance AND punctuality is vital to your success in this class, as a student and then as an employee. A professional conduct is also critical to your success and will be noted (i.e. distracting classmates, guest speakers, professor or using a cell phone during class are a few examples of poor conduct). Therefore, your participation mark will be applied a multiplier based on your attendance, conduct and punctuality. For example, if your participation mark equals 80% and your attendance, conduct and punctuality is deemed to be 5 on a scale of 1-10 as deemed by the instructor, this 50% ratio will then be applied to your participation mark and the previous 80% will now equal 40%. Keep in mind that punctuality is not limited to showing up to class on time, when breaks are given and you are told to return at a specific time this will also be noted. Again, this multiplier will only apply to the participation portion of your grade but participation does make up a large percentage of your mark. It is anticipated that every student will receive a full mark of 100% for attendance, punctuality and personal conduct. Show up to class on time, with a positive attitude and be respectful of others in the room and you will have no problem.

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.

**5.2 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.

**5.3 Aviation Essay:** Throughout the duration of this course you will be exposed to a wide range of aviation topics and issues. 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. This is your opportunity to further explore any issue that sparked your interest throughout the course. You **must** have your 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.

**5.4 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.

Exams are **in multiple choice and fill-in-the-blank format**. Each exam, in total, will be scheduled for **3 hours** and are **closed book examinations**. **Dictionaries are NOT allowed into the examinations**.

**Only non-programmable calculators will be allowed into the exams**. If you are unsure, please ask your professor to check your calculator.

Hard-copy print outs of assignments and/or essays are due on the dates indicated, at 10:30am. Any assignments turned in after 10:30am on the due date will incur a 10% late penalty per day. There are no exceptions to this policy. If you are unable to turn in the assignment on the due date, you may ask another student to turn it in on your behalf. Electronic/emailed versions of assignments will not be accepted.

Students are responsible for material covered in the lectures as well as the assigned chapters/sections in the text. The midterm examination will be in class time. The final exam will be scheduled during the exam period. Exams will not be returned to students but may be reviewed in the instructor's office.

Students are **REQUIRED TO COMPLETE ALL COMPONENTS** of this course. There are no exceptions to this. Extra assignments to improve grades will **NOT** be allowed.

Exams will be scored using the program Scan Exam which examines the answer sheets for unusual coincidences in the pattern of answers given which may be indicative and used as supporting evidence of cheating.

Grades will **not** be adjusted on the basis of need. It is important to monitor your performance in the course. Remember: *You* are responsible for your grades in this course.

## 6. Lecture and Examination Schedule

### Note: Lecture slides will not be made available

#### **September 14, 2016**

Orientation to the CAM program

Course introduction

Overview of syllabus and course expectations

#### **September 21, 2016**

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

Military Aviation (required reading, Chapter 3)

#### **September 28, 2016**

Civil aviation (required reading, Chapter 2)

**October 5, 2016**

Airports and security (required reading, Chapter 4)

**October 12, 2016**

Aircraft and Aircraft Manufacturers (Group Presentations)

**October 19, 2016**

Career day (individual presentations and possible guest speakers)

**October 26, 2016**

**Mid-term Examination**

**November 2, 2016**

Air law in Canada (required reading, Chapter 5)

**November 9, 2016**

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

**November 16, 2016**

Human factors (required reading, Chapter 7)

**November 23, 2016**

Aviation Business (material and articles will be provided by professor)

**Essay Papers Due**

**November 30, 2016**

Accident investigation and Aviation safety statistics (required reading, Chapter 8,9)

**December 7, 2016**

Safety management systems (required reading, Chapter 10)

Final exam review

**Note: Drop deadline for courses is November 7, 2016. 15% of your final mark will be provided no later than October 30, 2016.**

## **7. University Policy Regarding Illness**

### **7.1 Illness**

The University recognizes that a student's ability to meet his/her academic responsibilities may, on occasion, be impaired by medical illness. Illness may be acute (short term), or it may be chronic (long term), or chronic with acute episodes. The University further recognizes that medical situations are deeply personal and respects the need for privacy and confidentiality in these matters. However, in order to ensure fairness and consistency for all students, academic accommodation for work representing 10% or more of the student's overall grade in the course shall be granted only in those cases where there is documentation supplied (see below for process) indicating that the student was seriously affected by illness and could not reasonably be expected to meet his/her academic responsibilities.

Documentation shall be submitted, as soon as possible, to the appropriate Dean's office (the Office of the Dean of the student's Faculty of registration/home Faculty) together with a request for relief specifying the nature of the accommodation being requested. These documents will be retained in the student's file, and will be held in confidence in accordance with the University's Official Student Record Information Privacy Policy

[http://www.uwo.ca/univsec/pdf/academic\\_policies/general/privacy.pdf](http://www.uwo.ca/univsec/pdf/academic_policies/general/privacy.pdf)

Once the petition and supporting documents have been received and assessed, appropriate academic accommodation shall be determined by the Dean's Office in consultation with the student's instructor(s). Academic accommodation may include extension of deadlines, waiver of attendance requirements for classes/labs/tutorials, arranging Special Exams or Incompletes, re-weighting course requirements, or granting late withdrawals without academic penalty.

Academic accommodation shall be granted only where the documentation indicates that the onset, duration and severity of the illness are such that the student could not reasonably be expected to complete his/her academic responsibilities. (Note: it will not be sufficient to provide documentation indicating simply that the student was seen for a medical reason or was ill.)

A form to be completed by off-campus physicians is available at:

[http://www.uwo.ca/univsec/pdf/academic\\_policies/appeals/medicalform.pdf](http://www.uwo.ca/univsec/pdf/academic_policies/appeals/medicalform.pdf)

Whenever possible, students who require academic accommodation should provide notification and documentation in advance of due dates, examinations, etc. Students must follow up with their professors and their Academic Counselling office in a timely manner.

In the case of a final examination in the course, the student must arrange for a Special Examination or Incomplete through their Dean's office, for which you will be required to provide acceptable documentation.

If you feel that you have a medical or personal problem that is interfering with your work, you should contact your instructor and the Faculty Academic Counselling Office as soon as possible. Problems may then be documented and possible arrangements to assist you can be discussed at the time of occurrence rather than on a retroactive basis. In general, retroactive requests for grade

revisions on medical or compassionate grounds will not be considered.

## 7.2 Make Up Examinations

The student must write a make-up exam if the regularly scheduled exam is missed for reasons for which adequate documentation is received by the instructor (this documentation must be supplied by the Academic Counseling office).

## 7.3 Attendance

It is expected that students will attend all classes. The professor does not provide access to lecture notes. Students are encouraged to obtain missed lecture notes from a fellow student.

## 8. University Policy on Cheating and Academic Misconduct

Cheating on exams will not be tolerated; students are referred to the university policy on scholastic offenses (see section 9.0 below). Looking at the test of another student, allowing another student to view your exam, or obtaining information about a test in advance are all examples of cheating. Students found cheating will receive a zero (0%) on that exam. A number of safeguards will be employed to discourage cheating. For example, examination supervisors (proctors) of the tests may ask students to move to another seat during the exam, cover their paper, avert their eyes from other students' papers, remove baseball caps, etc. This is not meant as a personal affront nor as an accusation of cheating, rather as vigilant attempts at proctoring. A copy of guidelines about how to avoid cheating can be obtained from the office of the Ombudsperson, Room 3135 WSSB, (519) 661-3573.

Students are responsible for understanding the nature of and avoiding the occurrence of plagiarism and other academic offenses. Students are urged to read the section on Scholastic Offenses in the Academic Calendar. Note that such offenses include plagiarism, cheating on an examination, submitting false or fraudulent assignments or credentials, impersonating a candidate, or submitting for credit in any course without the knowledge and approval of the instructor to whom it is submitted, any academic work for which credit has previously been obtained or is being sought in another course in the University or elsewhere. If you are in doubt about whether what you are doing is inappropriate, consult your instructor. A claim that "you didn't know it was wrong" will not be accepted as an excuse.

The penalties for a student guilty of a scholastic offense include refusal of a passing grade in the assignment, refusal of a passing grade in the course, suspension from the University, and expulsion from the University.

## 9. Procedures For Appealing Academic Evaluations

In the first instance, all appeals of a grade must be made to the course instructor (informal consultation). If the student is not satisfied with the decision of the course instructor, a written appeal must be sent to the Assistant Program Director or Designate of the BMOS program. If the response of the Assistant Director is considered unsatisfactory to the student, he/she may then appeal to the Dean of the Faculty in which the course of program was taken. Only after receiving a final decision from the Dean, may a student appeal to the Senate Review Board Academic. A Guide to Appeals is available from the Ombudsperson's Office.

## 10. Student Responsibilities

Material covered in lectures will not always be the same as material covered in the textbook. These two sources should be viewed as complimentary and not redundant. As such, students who want to do well in this course are **strongly encouraged** to attend lectures on a regular basis. Please note that the instructor will not be providing copies of lectures notes or overheads. Therefore, if you miss

a lecture, you should try to obtain this material from another student.

In this class, some students may be unaware that their private discussions are distracting to other people. If you feel that students are distracting your attention from the material, then you should ask them to be quiet. If you feel uncomfortable doing this (or the problem persists), then please see the instructor. In addition, please avoid engaging in private discussions with other students during the lectures.

To avoid unnecessary distractions, please arrive to each class on time.

## 11. Support Services

### 11.1 Support Services

The Registrar's office can be accessed for Student Support Services at <http://www.registrar.uwo.ca> Student Support Services (*including the services provided by the USC listed here*) can be reached at: <http://westernusc.ca/services/>

Student Development Services can be reached at: <http://www.sdc.uwo.ca/>

Students who are in emotional/mental distress should refer to Mental Health@Western [http://www.health.uwo.ca/mental\\_health/](http://www.health.uwo.ca/mental_health/) for a complete list of options about how to obtain help.

## 12. Other Issues

### 12.1 Grade Policy

The DAN Program has a grade policy which states that for courses in the 1000-2000 range, the class average must fall between 65 and 70% for all sections of a course taught by the same instructor. In very exceptional circumstances only, class averages outside this range may be approved by the Undergraduate Chair or Chair. Class averages are not grounds for appeal.

### 12.2 Short Absences.

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

### 12.3 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. The Academic Counsellors can help you to consider the alternatives. At your request, they can also keep your instructors informed about your difficulties.

### 12.4 Academic Concerns.

If you are in academic difficulty, it is strongly recommended that you see your academic counsellor.

### 12.5 Important Dates:

September 8, 2016 Classes begin

September 19, 2016 Last day to add a full course or first-term half course

October 27 - 28, 2016 Fall Study Break

November 7, 2016 last day to drop a first term half course.



### **13. Other Information**

- Bring student identification to exams.
- Nothing is to be on/at one's desk during an exam except a pencil, an eraser, and the individual's student card
- Do not wear baseball caps to exams
- Do not bring music players, cell phones, beepers, or other electronic devices to exams

For The University of Western Ontario Senate Regulations, please see the Handbook of Academic and Scholarship Policy at: [http://www.uwo.ca/univsec/academic\\_policies/index.html](http://www.uwo.ca/univsec/academic_policies/index.html)

### **14. E-mail Policies (do what you want with this, it's completely optional – suggested by Phil King)**

The following policies apply to all emails between students and the Professor. Please respect the fact that the Professor receives hundreds of emails from students and must deal with those emails in a fair and organized manner. Non-acceptable emails will receive a reply saying only "Please see Email Policies on the course outline".

#### **14.1 UWO.CA Email Addresses Only**

For privacy reasons, students must use their Western email accounts to contact the Professor. The Professor will not respond to emails from non-uwo.ca addresses (e.g. hotmail.com, gmail.com, etc.).

#### **14.2 Subject Line Must Include Course and Section Number**

The subject line of emails must contain the name or number of the course, and the section number in which the student is enrolled. The Professor teaches different courses and sections and cannot properly respond to questions if he does not know which course or section you are enrolled in.

#### **14.3 Acceptable Emails**

- questions about the course content or materials
- asking to set up an appointment to ask questions or review an exam
- notification of illness or other special circumstances
- providing constructive comments or feedback about the course

#### **14.4 Non-Acceptable Emails**

- questions that may be answered on OWL or on this course outline
- asking when grades will be posted
- asking what grade a student received
- asking where or when an exam is scheduled or the material covered on an exam
- requests for grade increases, extra assignments, or reweighting of course components

## 15. FREQUENTLY ASKED QUESTIONS

(also from Phil King – use/change at will)

Question	Answer
How can I succeed in this course?	Do all the assigned readings, attend class, focus on understanding the legal principles in a way that lets you apply them to new fact situations.
I missed the quiz because my computer didn't work, my internet connection was lost, I was preparing my Biz 2257 project, I was out of town, I lost my phone, I forgot ...	A missed quiz will result in a mark of zero. You are responsible for calendaring the quizzes and having reliable internet access to write them. There are no "make up" assignments available.
I missed a quiz or exam because I was sick or there was a death in my family.	See the section of the course outline on ILLNESS AND SPECIAL CIRCUMSTANCES
I have a lot of mid-terms or projects at once. Can I write the make-up exam?	Make-up exams for exam conflicts are not available unless you have three exams within a 24 hour period.
When will the exam grades be posted?	Mid-term grades are posted on OWL when they become available. Final exam grades and final course grades are not posted on OWL.
Can I come and see my exam?	You can review your exam during office hours or at any other mutually convenient time.
Can I use a different textbook?	You can use a different textbook, but it is your responsibility to ensure that you are learning all of the assigned material. Be aware that different textbooks may be organized differently and may cover different material.
There is so much material. How can I possibly remember everything?	You do not need to remember everything in the book. You need to understand the fundamental legal principles and how to apply them.
This mark is going to prevent me from getting accepted at Ivey/graduate school/NASA.	Grades are given based on actual performance, as set out on the course outline. In order to be fair to all the students in the course, grade adjustments, extra assignments, and the reweighting of course components are not available.
I need a certain mark to get or maintain a scholarship or my AEO status at Ivey.	
I tried really hard but I still got a poor mark.	
This is the lowest mark I have ever received.	