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## MOS 4409G Aviation Safety Course Outline: Section – 001 Winter 2017

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### 1. Course Information:

#### 1.1 Class Location and Time:

Wednesdays, 11:30-2:30

#### 1.2 Contact Information:

Instructor: Dr. Jonathan Histon

Office: SSC 4434

Office Hours: Wednesdays 10:30-11:15 or by appointment

Phone: N/A, please use email

Email: [jhiston@uwo.ca](mailto:jhiston@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 519-661-2147 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 focuses on the science of pilot performance, aviation safety, risk management and aviation security. Information will be drawn from human physiology, basic learning theory, accident statistics, security threats, and pilot training. A focal point will be on understanding the nature and causation of accidents

3 lecture hours, 0.5 course

Antirequisite(s): MOS 3397A/B if taken prior to September 2009

Prerequisite(s): MOS 1022F/G and enrolment in 4th year of the Commercial Aviation Management module of BMOS or Geography and Commercial Aviation Management module

#### 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

Readings: A Courseware package will be available.

Course Website: Instructional and reference material will be posted, or linked, on the course website. You can log onto the course website by visiting webct.uwo.ca with a valid student number and password.

### 4. Course Objectives and Format

This course will focus on the science of pilot performance and the organizational approach to aviation safety often called safety management systems or SMS. Information will be drawn from areas such as human physiology, accident statistics and pilot training. A large portion of the course will be based on the study of aviation accident reports. Students will develop an understanding of the nature and causation of accidents.

This course will also develop a deepened student understanding of the values and mindset required for a strong culture of safety to exist within an organization

#### 4.1 Course objectives

1. To become aware of the organizational approach to safety, and SMS.
2. To be able to critically analyze, discuss, and make presentations of aviation safety issues and/or accidents.

#### 4.2 Course format

The course will be organized as a combination of lecture, group discussion, group activities, and student presentations

### 5. Evaluation

#### Key Dates:

**Safety Initiative Profile:** Multiple components due in first 5 weeks of classes (final profile due Feb 17).

**Class participation:** Expect to make online postings to OWL each week of the term

**Case study presentation:** Exact schedule to be determined based on course enrollment, but expect to participate in two presentation sessions potentially starting in week 2/3 and continuing to the end of term.

**Final Research Paper:** Expect final project paper to be due on or near the last day of classes, April 7

#### Details:

**Class Participation & Attendance (15%):** 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, questioning of student presentations, and attendance and will account for 15% of your final grade.

**Important Information Re: 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 (roughly 2% of your grade in the course). Any absences that occur during the final six classes, on student presentation dates, will subtract 20% of your participation grade as class involvement during these presentations is very

important. 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.

**Safety Initiative Profile 20%:** The 'Aviation Safety Initiative' profile assignment is intended to be done online through OWL and will be completed by February 15. Students will be required to pick a previous safety initiative of interest to them (process/technology/training etc.), research its background, motivation, and history, and develop some questions they would ask of one of the developers. Students will use this information to post a draft profile of the initiative as a post in a discussion forum on OWL. Students will then critique ~3 profiles from other students, and use the feedback they receive to update / improve their own profile, and post a final profile.

**Case Study Presentation (25%):** As a class, after we have worked through several accident reports you will get the chance to analyze a case/report and lead a discussion on the case/report for the class. You will work in small groups to complete this assignment. The goal of the assignment is to offer an opportunity to practice making a business presentation as well as to become highly familiar with a particular case/report. Your group will have 1 hour and 15 minutes to present to the class and lead a discussion on the topic. On the day of your group's presentation, you must submit: 1) PowerPoint slides used in the presentation, 2) copies of any handouts used in the presentation, and 3) a printed list of discussion questions you will use to lead the group. Additional details will be provided in class.

**Research Project / Final Paper (40%):** The research project is a final paper reflection exercise. It is an individual effort designed to give each student the opportunity to delve into an aviation safety topic of personal interest or relevance. The basic format of this project is a report documenting your internalization of key concepts from the course and how they are applied. There will be more details about this in class.

#### **Important Notes:**

Students are responsible for material covered in the lectures as well as the assigned chapters/sections in the text.

*Course readings:* 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.

*Course assignments and late policy:* Assignments are due at the assigned time, which may be at the beginning of the class period. Students who turn in their assignment after deadline will be subject to a minimum 10% late penalty. Additional late penalties will be incurred for each 24 hour period that the assignment is late, as specified in each assignment description. Unless arrangements are made at least 72 hours prior to a due date, there will be no exceptions to this policy. Students are expected to arrange their time so they are robust to the known challenges associated with completing assignments (power outages, network difficulties, etc...)

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.

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**

The Lecture schedule will be provided and updated on OWL

## 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 Attendance

It is expected that students will attend all classes. The professor does not guarantee to provide access to lecture notes and students should be aware that lecture slides are explicitly not designed to be self-explanatory if read outside of class. 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 guarantee to provide 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 3300---4499 range, the class average must fall between 70% and 75% 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:

January 5: Classes resume

January 13: Last day to add a second term half course.

February 20: Family Day. All offices closed.

February 20 – 24: Reading Week.

March 7: Last day to drop a second term half course without penalty.

April 7: Classes end

April 8: Study day

April 9 – 30: Examination Period

April 14: Good Friday. All offices closed.

April 30: Second term ends. Last day to apply for Spring Graduation.

## 13. Other Information

- Do not use music players, cell phones, beepers, or other electronic devices in class

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**

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