AF 303 – 3 Flight Instructor Ground School
Spring, 2014
Thursdays, 1300-1550, Room 146 AvTech

Course Description:
This course is designed to aid the student who is obtaining a flight instructor’s certificate. It will cover principles of teaching as well as practical aspects of teaching flight maneuvers necessarily for instruction.

Instructor:
G. R. “Gerry” Spittler
Rm. 266C TEC
Email: spittler@siu.edu
(618) 453-9238 (office)
Office Hours 1200-1300 T and Th or by appointment

Course objectives:
At the successful completion of AF 303 the student will be able to:
1. Demonstrate applied knowledge of the fundamentals of instructing as well as the privileges and responsibilities of a flight instructor by:
   a. Constructing a lesson for a flight and a ground lesson at the primary or commercial level.
   b. Construct and deliver an oral presentation, employing appropriate instructional aids, teaching a private or commercial pilot maneuver, procedure, or item of aeronautical knowledge.
   c. Construct valid analyses of various private and commercial pilot flight maneuvers
   d. Develop written test items.
2. Successfully complete the Fundamentals of Instructing FAA Knowledge Exam.
4. Accrue credit for FOI items applicable to AF 300 (with permission of the student’s assigned CFI)
Required Materials:

- Aviation Instructors Handbook - FAA–H-8083-9A
- Airplane Flying Handbook – FAA-H-8083-3A
- Pilot’s Handbook of Aeronautical Knowledge – FAA-H-8083-25
- Private Pilot Practical Test Standards – FAA-S-8081
- Commercial Pilot Practical Test Standards – FAA-S-8081-12B
- Certificated Flight Instructor, Airplane, Single Engine, Practical Test Standards
- FAR/AIM 2013
- SIU Aviation Flight Training Procedures Manual (provided)

Recommended Materials:

- Flight Instructor FAA Knowledge Exam Guide
- Fundamentals of Instructing FAA Knowledge Exam Guide

Assignments: The following assignments will be accomplished and weighted as noted:

- 5 Quizzes = 100 pts.
- Test item exercise = 25 pts.
- Midterm or FOI = 100 pts.
- Final Exam or FIA = 100 pts.
- Ground Lesson = 175 pts. (25 pts. for the ground lesson plan, 25 pts. for the flight lesson plan, 25 pts. for test questions, and 100 pts. for delivery)
- Maneuver analyses #1 - #5 = 50 pts. (10 pts. Each)
- Lesson plans #1 - #5 = 100 pts. (20 pts. Each)

Total pts. = 650 pts.

Grading: A course grade will be assigned based on the following scale:

- A – 90% and above (585 pts. and above)
- B – 80% - 89% (520 – 584 pts.)
- C – 70% -79% (455 – 519 pts.)
- D – 60% - 69% (390 – 454 pts.)
F – 59% and below (below 389 pts.)

**Attendance:** All assignments are due at the beginning of class on the date specified and will not be accepted late. 0 points will be given for the Ground Lesson if it is not delivered on the day you are assigned to present it. You may still turn in the lesson plans and test questions for credit (potentially 75 pts.) immediately upon your return to class. 0 points will be assigned for each maneuver analysis or lesson plan that is not turned in on the day it is due. Makeup midterm and final exams will be given at the discretion of the instructor based on the reason for the absence and presentation of evidence justifying the absence. The instructor reserves the right to refuse to accept any justification at any time. All assignments are due at the beginning of class on the date specified and will not be accepted late.

**FOI and FIA Exams**

In order to encourage AF 303 students to sit for the written exams in a timely manner, the student may, at his or her choice:

1} Instead of writing the midterm exam, write the FAA *Fundamentals of Instructing* written exam.
2} Instead of writing the final exam, write the FAA *Flight Instructor, Airplane* written exam.

Points awarded for each will be the same as the exam being replaced, that is, a 95 on the FOI will be worth 95 points towards your final grade, a grade of 71 on the FIA will be worth 71 points towards your final grade.

Those who want to substitute the FAA written must so declare no later than the end of the class session immediately before the midterm or final exam. Each must then turn in a copy of their FAA exam results no later than the beginning the next class session immediately following the midterm exam or, in the case of the final exam, no later than the beginning of the administration of the final exam, as published in the course syllabus. Failure to do so will result in the issuance of a grade of zero (0) for the appropriate exam. Once you have declared your intention to take the FAA written, you must follow through and take it. You may not change your mind and attempt the class exam. During the last class before each exam, I will distribute a form on which you must declare which exam you choose. If you do not declare, you will be expected to take the class exam.

The instructor will furnish the appropriate authorizations for the FAA written, but it will be your responsibility to arrange an appointment to take it during the time allocated. Any fee for the exam will also be your responsibility.
AF 300 credit for FOI topics

Upon the successful completion of the first half of this course, *Fundamentals of Instruction*, those who so desire, and have secured the approval of their AF 300 flight instructor, will have appropriate credit per 14CFR61.184(a)(1) and the SIU-C AF 300 syllabus entered both in their pilot logbooks and Talon record.
Schedule:

Note:

This course is presented in two distinct segments. The first deals with the psychology and methodology of instruction, plus the resources available to the teacher. This segment is presented in a lecture-discussion format with a strong emphasis on discussion. The second segment deals with the material which a flight instructor will be presenting to his or her students. Each member of the class is assigned specific topics from the Practical Test Standards for Private or Commercial Pilot, ASEL, to present to the class. The student will present one topic for a grade, as explained below. Each member of the class then submits an analysis of the presentation based on completeness, understandability, accuracy, ability to hold interest, and use of instructional aides. The presenter’s grade is the average of these, plus the analysis of the instructor, weighted equally.

01/16  Introduction, paperwork, etc.
01/23  Chs.1,3; Quiz 1 (Human Behavior, Effective Communication)
01/30  Ch.4; Quiz 2 (The Teaching Process)
02/06  Ch., 5 AIH; (Assessment) 09/30
02/13  Ch. 6, 8 AIH; Quiz 3, LP 1 (Planning Instructional Activities, Techniques of Flight Instruction) Test Item Exercise due
02/20  Ch. 7, App C, App E AIH; Quiz 4, (Instructor Responsibilities, Professionalism)
02/27  Ch. 9 AIH; Practical Test Standards CFI, PA, CA; Quiz 5 (Risk Management, Practical Test Standards)
03/06  Mid-Term Exam or FOI grade due
03/13  Spring Vacation  Class Cancelled
03/20  Discuss mid-term exam results
       Discuss Class Presentations, Lesson Plans, and Maneuver Analyses
       Assign Presentation topics and Dates
       Demonstration presentation
03/27  Practice Teaching; LP3 & MA 2 due
04/03  Practice Teaching; LP4 & MA 3 due
04/10  Practice Teaching; LP5 & MA 4 due
04/17  Practice Teaching; MA 5 due  Cpt. A. Englehart guest speaker—CFI responsibilities
04/24  Graded Practice Teaching
05/01  Graded Practice Teaching
05/09  Final Exam 1250-1450 or FIA Grade Due 1250. Room for final TBA/

NOTE:  “LP” means “Lesson Plan”, “MA” means “Maneuver Analysis”
       The final exam time and date listed above is as published in the University’s
       Final Examination Schedule for the Spring semester. Please note that University
       policy requires final exams to be administered on the date set and published in the
       official schedule unless approved by the Department Chair or Unit Director..
Syllabus Attachment
Spring 2014

http://pwcia.siuc.edu/

IMPORTANT DATES *
Semester Class Begins: ................................. 01/13/2014
Last day to add a class (without instructor permission): .............. 01/24/2014
Last day to withdraw completely and receive a 100% refund: ....... 01/26/2014
Last day to drop a course using SalukiNet: .......................... 03/23/2014
Last day to file diploma application (for name to appear in Commencement program): .............................................. 03/28/2014
Final examinations: ............................................. 5/5 – 5/9/2014

* Note: For outreach, online, and short course drop/add dates, visit Registrar’s Academic webpage http://Registrar.siuc.edu/

SPRING SEMESTER HOLIDAYS
Martin Luther King, Jr.’s Birthday 01/20/2014
Spring Vacation 03/08—03/16/2014

WITHDRAWAL POLICY – Undergraduate only
Students who officially register for a session may not withdraw merely by the stopping of attendance. An official withdrawal form needs to be initiated by the student and processed by the University. For the proper procedures to follow when dropping courses and when withdrawing from the University, please visit
http://Registrar.siuc.edu/pdf/ugradcatalog1314.pdf

INCOMPLETE POLICY– Undergraduate only
An INC is assigned when, for reasons beyond their control, students engaged in passing work are unable to complete all class assignments. An INC must be changed to a completed grade within one semester following the term in which the course was taken, or graduation, whichever occurs first. Should the student fail to complete the course within the time period designated, that is, by no later than the end of the semester following the term in which the course was taken, or graduation, whichever occurs first, the incomplete will be converted to a grade of F and the grade will be computed in the student’s grade point average. For more information please visit:
http://Registrar.siuc.edu/grades/incomplete.html

REPEAT POLICY
An undergraduate student may, for the purpose of raising a grade, enroll in a course for credit no more than two times (two total enrollments) unless otherwise noted in the course description. For students receiving a letter grade of A,B,C,D, or F, the course repetition must occur at Southern Illinois University Carbondale. Only the most recent (last) grade will be calculated in the overall GPA and count toward hours earned. See full policy at
http://Registrar.siuc.edu/pdf/ugradcatalog1314.pdf

GRADUATE POLICIES
Graduate policies often vary from Undergraduate policies. To view the applicable policies for graduate students, please visit

DISABILITY POLICY
Disability Support Services provides the required academic and programmatic support services to students with permanent and temporary disabilities. DSS provides centralized coordination and referral services. To utilize DSS services, students must come to the DSS to open cases. The process involves interviews, reviews of student-supplied documentation, and completion of Disability Accommodation Agreements.
http://disabilitieservices.siuc.edu/

STUDENT CONDUCT CODE
http://policies.siuc.edu/other_policies/chapter3/conduct.html

SALUKI CARES
The purpose of Saluki Cares is to develop, facilitate and coordinate a university-wide program of care and support for students in any type of distress—physical, emotional, financial, or personal. By working closely with faculty, staff, students and their families, SIU will continue to display a culture of care and demonstrate to our students and their families that they are an important part of the community. For information on Saluki Cares: (618) 453-5714, or siucares@siu.edu, http://salukicares.siuc.edu/index.html

EMERGENCY PROCEDURES
Southern Illinois University Carbondale is committed to providing a safe and healthy environment for study and work. We ask that you become familiar with the SIU Emergency Response Plan and Building Emergency Response Team (BERT) programs. Emergency response information is available on posters in buildings on campus, available on BERT’s website at www.bert.siu.edu, Department of Safety’s website at www.dps.siu.edu (disaster drop down) and the Emergency Response Guideline pamphlet. Instructors will provide guidance and direction to students in the classroom in the event of an emergency affecting your location. It is important that you follow these instructions and stay with your instructor during an evacuation or sheltering emergency.

INCLUSIVE EXCELLENCE
SIU contains people from all walks of life, from many different cultures and sub-cultures, and representing all strata of society, nationalities, ethnicities, lifestyles, and affiliations. Learning from and working with people who differ is an important part of education as well an essential preparation for any career. For more information please visit:
http://www.inclusiveexcellence.siu.edu/

MORRIS LIBRARY HOURS
http://www.lib.siu.edu/about

LEARNING AND SUPPORT SERVICES
Help is within reach. Learning support services offers free tutoring on campus and math labs. To find more information please visit the Center for Learning and Support Services website:
Tutoring: http://tutoring.siu.edu/
Math Labs: http://tutoring.siu.edu/math_tutoring/index.html

WRITING CENTER
The Writing Center offers free tutoring services to all SIU students and faculty. To find a Center or Schedule an appointment please visit http://write.siu.edu/

AFFIRMATIVE ACTION & EQUAL OPPORTUNITY
Our office’s main focus is to ensure that the university complies with federal and state equity policies and handles reporting and investigating of discrimination cases. For more information visit:
http://diversity.siu.edu/#

Additional Resources Available:
SALUKINET: https://salukinet.siu.edu/cp/home/displaylogin
ADVISEMENT: http://advisement.siu.edu/
PROVOST & VICE CHANCELLOR: http://pvcau.siu.edu/
SIU ONLINE: http://online.siu.edu/

Spring 2014 R.O’Hours