AVM 301  
Aviation Management Writing and Communication  
Spring 2016  
Mondays 2:00 pm – 4:50 pm  
TEC 180

Instructor: Mr. Matt Romero  
Telephone: 618-521-7332 (cell), 618-453-7273 (office)  
Email: matthew.romero@siu.edu  
Office Hours: Monday – Thursday 11am – 1 pm  
Office: TEC 286M

Course Description  
This course is a study of the writing communication skills used by managers in the aviation industry. Foundations of technical writing style and documentation are followed by descriptions of specific aviation-related technical writing applications such as correspondence, grants, manuals, progress reports and promotional materials. Specialized skills such as conflict resolution, technical presentations and electronic communication complete the course.

Course Objectives  
• Students will define and describe effective practices for planning and composing technical documents used in aviation.  
• Students will practice basic technical writing skills such as situation analysis, readable style, design, documentation, and graphics.  
• Students will distinguish between the components, style, and tone of major technical and aviation writing applications.  
• Students will be able to prepare technical documents, aviation presentations, and email.  
• Students will show an understanding of the Internet and its usage in aviation.  
• Students will define and describe effective approaches to conflict resolution in the workplace.

Textbooks  
You are required to own two textbooks for your work in this class. Lectures, classroom activities, and general coursework may require the course textbooks, which means you should bring both books to class every day we meet. The two required books this semester are as follows:

Grading Opportunities
There will be a total of 450 points available for this semester. They are divided into three main areas: (1) Assignments, (2) Semester Research Project, and (3) Quizzes and Exams. Each area is described below.

Assignments
You will be responsible for completing the assignments listed below. There are a total of 90 points available for the assigned work this semester. You will receive a written prompt for each assignment. I will use the written prompts as guides when I grade the assignments you submit this semester. I will not provide you with a grading rubric for any assignment; however, the written prompts will provide sufficient guidance to complete the assignments.

<table>
<thead>
<tr>
<th>Assignments</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aviation Industry News</td>
<td>20</td>
</tr>
<tr>
<td>Group Semester Plan</td>
<td>10</td>
</tr>
<tr>
<td>Chapter Presentation</td>
<td>50</td>
</tr>
<tr>
<td>Aviation Research Activity</td>
<td>10</td>
</tr>
<tr>
<td>Letter, Memo, &amp; E-mail</td>
<td>10</td>
</tr>
<tr>
<td>Resume &amp; Cover Letter</td>
<td>10</td>
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<tr>
<td><strong>Sub-Total</strong></td>
<td><strong>110</strong></td>
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</tbody>
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Semester Research Project
You and a group of students will complete a research project this semester. You are free to research any aviation management-related topic, or I can help you settle on a topic suitable for a semester project. The project is worth a total of 100 points, which is broken down into several smaller components designed to get you to methodically complete a paper that is informative and useful. The project will culminate with a presentation that will describe the results of your inquiry. The following list describes the point distribution for your research projects.

<table>
<thead>
<tr>
<th>Semester Research Project</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brainstorming</td>
<td>20</td>
</tr>
<tr>
<td>Basic Outline</td>
<td>10</td>
</tr>
<tr>
<td>Detailed Outline</td>
<td>10</td>
</tr>
<tr>
<td>Final Paper</td>
<td>30</td>
</tr>
<tr>
<td>Presentation</td>
<td>30</td>
</tr>
<tr>
<td><strong>Sub-Total</strong></td>
<td><strong>100</strong></td>
</tr>
</tbody>
</table>
Chapter Quizzes & Exams
You will be responsible for completing a ten-question quiz for each chapter we cover this semester. The quizzes can be accessed each week through D2L.

There are two examinations scheduled for this course.

<table>
<thead>
<tr>
<th>Quizzes and Exams</th>
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<tbody>
<tr>
<td>Chapter Quizzes</td>
<td>220</td>
</tr>
<tr>
<td>Mid-Term Exam</td>
<td>50</td>
</tr>
<tr>
<td>Final Exam</td>
<td>50</td>
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<tr>
<td><strong>Sub-Total</strong></td>
<td><strong>320</strong></td>
</tr>
</tbody>
</table>

Grading Scale
The grading scale is listed below. NOTE: I reserve the right to change the assignments, the grading weights, and/or the grading scale for extenuating circumstances to be determined concurrently by the student and by myself.

A = 90% - 100%
B = 89% - 80%
C = 79% - 70%
D = 69% - 60%
F = ≤ 59%

Students with Disabilities:
If you have a disability that will require testing or classroom accommodations, please see me during the first week of classes.

Office Policy:
I have an open-door policy. This means when I am there you are almost always welcome to stop by. We can talk about whatever you would like. If you would like to meet at a time other than my scheduled office hours and you want to make sure both of us will be there, make an appointment.

Academic Integrity:
This course is for your benefit. Although group study and interaction is encouraged I expect everyone to turn in their own work on assignments. Plagiarism, copying, or cheating of any kind will not be tolerated. Give credit to those from whom you borrow information or ideas. Violators will be subject to discipline to the full extent of the SIU Student Conduct Code.

Plagiarism is defined as the unauthorized use or close imitation of the language and thoughts of another author and the representation of the theme as one’s own original work, as by not crediting the author, i.e. direct copying and pasting from the internet or any other source without giving credit to the original author. Paraphrasing is acceptable, but the original work must still be cited. **If you are unsure, check with the instructor.**
IMPORTANT DATES *
Semester Class Begins .............................................. 01/19/2016
Last day to add a class (without instructor permission).................. 01/24/2016
Last day to withdraw completely and receive a 100% refund: .......... 01/31/2016
Last day to drop a course using SalukiNet: .......................... 04/03/2016
Last day to file diploma application (for name to appear in Commencement program): .................................................. 02/12/2016
Final examinations: ........................................................................05/09–05/13/2016

Note: For outreach, internet, and short course drop/add dates, visit Registrar’s Academic webpage http://registrar.siu.edu/

SPRING SEMESTER HOLIDAYS
Martin Luther King, Jr.’s Birthday Holiday 01/18/2016
Spring Break 03/12—03/20/2016

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.siu.edu/catalog/undergradutecatalog.html

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://registar.siu.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.siu.edu/catalog/undergradutecatalog.html

GRADUATE POLICIES
Graduate policies often vary from Undergraduate policies. To view the applicable policies for graduate students, please visit http://gradschool.siu.edu/about-us/grad-catalog/index.html

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://disabilityservices.siu.edu/

PLAGIARISM
Student Conduct Code http://srr.siu.edu/student_conduct_code/

SAFETY AWARENESS FACTS AND EDUCATION
Title IX makes it clear that violence and harassment based on sex and gender is a Civil Rights offense subject to the same kinds of accountability and the same kinds of support applied to offenses against other protected categories such as race, national origin, etc. If you or someone you know has been harassed or assaulted, you can find the appropriate resources here: http://safe.siu.edu

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://saluki cares.siu.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.berth.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.inclusivexcelsiu.edu/

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://math.siu.edu/courses/course-help.php

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

ADVICEMENT: http://advicement.siu.edu/

PROVOST & VICE CHANCELLOR: http://pvcaa.siu.edu/

SIU ONLINE: http://online.siu.edu/