AVM 302-001
Current Aviation Management Practices
Fall 2015
Wednesdays; 2:00 pm – 4:50 pm
TEC 182

Instructor: Mr. Matt Romero
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Office Hours: Monday – Thursday: 11 am – 1 pm
Office: TEC 286m

Course Description

This course is a study of the structures, processes, and skills involved in aviation management. Specific issues such as job design, decentralization, planning, decision-making and leadership will be discussed and related to aviation industry.

Course Objectives

1. Learn the characteristics of the environment in which managers manage, the basic concepts of aviation management that have evolved, the basics of planning, and managerial and corporate ethics.
2. Learn the key concepts in organizational design and aviation management, the need for responsive organizations, and the basic services and product produced by the human resources department.
3. Learn how to provide good cockpit and aviation industry leadership and motivate employees, to build highly effective teams and to communicate clearly with others in the organization.
4. Learn the essentials of controlling an aviation organization, the importance of technology and how to acquire it, and how to effect change in the organization without destroying the morale of its members/employees.
5. Learn about problem solving and teamwork.

Textbooks
Required:

### Grading Opportunities

<table>
<thead>
<tr>
<th>Grading Opportunities</th>
<th>Point Value</th>
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<tbody>
<tr>
<td>1. Attendance</td>
<td>50</td>
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<tr>
<td>2. News</td>
<td>50</td>
</tr>
<tr>
<td>3. Chapter Quizzes</td>
<td>190</td>
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<tr>
<td>4. Environmental Analysis - Presentation</td>
<td>100</td>
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<td>5. Environmental Analysis – Paper</td>
<td>100</td>
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<td>6. Mid-Term Examination</td>
<td>100</td>
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<tr>
<td>7. Final Examination</td>
<td>100</td>
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<td><strong>700</strong></td>
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**Total Points**

### Grading Scale

The following table represents the grade scale*:

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

* 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.

### Attendance/Participation/Absence

Attendance and participation are very important. Absenteeism will have a significant impact on your grade and your ability to achieve the desired course objectives. Therefore, absences will only be excused for legitimate reasons (those which are beyond your control). Advanced notification of any absence should be given when possible. If you are absent – excused or otherwise – you are still responsible for learning what was presented or discussed in class. You need to get together with me or a classmate to find out what was covered and/or get the class notes.

A large portion of this class will be used to develop and present oral presentations. Public speaking is an art that only can be developed and improved upon by practice, practice, practice. Some oral presentations will be prepared in advance. Other oral presentations will be extemporary. Be prepared to speak at a moment’s notice.

Participation means coming to class prepared to contribute to the class discussion with questions and insights you learn from the reading assignment. I may check to see if you really are participating in class with unannounced quizzes.

### 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 professor.

Emergency Procedures
Southern Illinois University Carbondale is committed to providing a safe and healthy environment for study and work. Because some health and safety circumstances are beyond our control, we ask that you become familiar with the SIUC Emergency Response Plan and Building Emergency Response Team (BERT) program. 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 www.dps.siu.edu (disaster drop down) and in Emergency Response Guideline pamphlet. Know how to respond to each type of emergency.

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. The Building Emergency Response Team will provide assistance to your instructor in evacuating the building or sheltering within the facility.
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/undergraduatecatalog.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://registrar.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/undergraduatecatalog.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/

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

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://salukicares.siu.edu/index.html

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INCLUSIVE EXCELLENCE
 SIU contains people from all walks of life, from many different cultures and subcultures, 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 as an essential preparation for any career. For more information please visit: http://www.inclusiveexcellence.siu.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
 ADVISEMENT: http://advisement.siu.edu/
 PROVOST & VICE CHANCELLOR: http://pvcaa.siu.edu/
 SIU ONLINE: http://online.siu.edu/