Instructor: Dr. Samuel R Pavel
Telephone: 618-453-7269 (office)
Email Address: spavel@siu.edu
Office Hours: Tuesdays 1500 – 1800
TEC 286H
Wednesdays 1230 – 1330
Thursdays 1400 - 1600

COURSE DESCRIPTION:

This course is the second course in a series designed to prepare students for a career as an Air Traffic Controller or in Air Traffic Control support and consulting positions. Students will learn standard ATC phraseology and separation standards used in Terminal and Enroute facilities. The course is a combination of classroom lecture and ATC simulation.

PREREQUISITES: AVM 361 – Basic Air Traffic Control

COURSE OBJECTIVES:

Students completing the course will:

1. Demonstrate mastery of ATC phraseology.
2. Demonstrate mastery of ATC terminal and Enroute flight progress strip marking.
3. Demonstrate mastery of basic tower operations including the flight data, ground control, and local control positions.
4. Demonstrate mastery of basic non-radar separation standards and procedures.
5. Demonstrate mastery of basic radar separation standards and procedures in the terminal, TRACON, and Enroute environments.

Assessment:
- Oral question and answer sessions led by the instructor.
- Written examinations.
- Practical performance evaluation performed by instructor.
Topics:

I. Air Traffic Control Phraseology
II. Flight Data Strips
   A. Enroute
      a. overflight
      b. arrival
      c. departure
   B. Terminal
      a. overflight
      b. arrival
      c. departure
III. Tower Air Traffic Control
    A. Flight data / clearance delivery
    B. Ground control
    C. Local control
IV. TRACON Operations
    A. Non-radar
    B. Radar
    C. Flight data
    D. Data controller
    E. Radar controller
V. Enroute Operations
    A. Non-radar
    B. Radar
    C. Flight data
    D. Data controller
    E. Radar controller

Course Materials

Required:

FAA JO7110.65V Air traffic control
U.S.C. Title 14, Volume 1, Chapter 1, Parts 1-183 - Federal Air Regulations
St Louis Sectional Chart
Low Altitude Enroute Chart
Instrument Approach Procedures
Instructor Handouts
ADACEL MaxSim Lab Manuals

Grade Weights:

Class Participation 30%
Mid-term Practical Exam 40%
Final Practical Exam 30%
Grading Scale:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90.00 - 100%</td>
</tr>
<tr>
<td>B</td>
<td>80.00 - 89.99%</td>
</tr>
<tr>
<td>C</td>
<td>70.00 - 79.99%</td>
</tr>
<tr>
<td>D</td>
<td>60.00 - 69.99%</td>
</tr>
<tr>
<td>F</td>
<td>&lt; 60.00%</td>
</tr>
</tbody>
</table>

*NOTE:* Your final grade will be dependent on your class attendance. Exams only assess content memorization and do not accurately measure the knowledge gained in the course. Most learning occurs from class participation and discussion. Therefore your final grade will be initially determined by your attendance. If you attend all class sessions, your final grade will be determined by 100% of available points. If you have any unexcused absences from class, the initial determination of your grade will be reduced by the percentage of class sessions you miss. For example, this Spring semester there are 15 class sessions. If you miss class just once, the highest grade you could achieve will be 93.33% - 1 class/15 classes = 6.67%. If you scored 85% on all exams, quizzes, etc., then your final course grade would be 79.33% or a C – 93.33*.85. Plan to attend all class sessions. An excused absence is defined as an absence for a legitimate reason, which is beyond your control. Excused absences include, but are not limited to, hospitalizations and death (your own). I reserved the sole right to determine whether or not any absence is excused. Absences that will not be excused include illness (not requiring hospitalization), check rides, cross-country flights or sleeping too late from your afternoon nap.

*I also reserve the right to change the grading weights and grading scale for extenuating circumstances to be determined concurrently by the student and by myself.*

*I will take class attendance immediately at the start of the scheduled class time. If you are late you will receive only proportional credit for attending that particular class session, based on hourly increments. Not being able to find a close-in parking spot because you do not manage your time well is not and excuse for being late to class.*

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](http://www.bert.siu.edu), Department of Safety’s website [www.dps.siu.edu](http://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.*
**Office Policy:**

I have an open-door policy. This means when I am there you are almost always welcome to stop by. You can tell if I am around because my door will be open. I am versed in a broad range of topics from Aeronautics to Zymurgy. 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.
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

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 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/

Spring 2016 R.O'Rourke