COURSE OUTLINE

AVIATION INDUSTRY CAREER DEVELOPMENT

AVM 402 - 001

Spring 2016

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(618) 453-8898

Office Hours: Tuesday, Wednesday and Thursday 1300 - 1500 or by appointment
COURSE DESCRIPTION:

This course provides an overall description and forecast of the employment possibilities in the aviation industry, as well as specific information regarding how to apply for such employment. Also covered is the preparation of the future aviation professional for the search for employment including such items as personal assessment, resume construction, interviewing skills, writing letters of appreciation, the use of references, networking, employment referral agencies/services, and continuing education. Not for graduate credit. **If you have a laptop - bring it to class!!**

COURSE OBJECTIVES:

1. The student will be able to identify the size, structure and important elements of the aviation industry job market, including potential of internships and cooperative education.

2. The student will be able to assess her or his personal skills and knowledge, including strengths and weaknesses, specifically related to aviation.

3. The student will be equipped to competently engage in a professional interview.

4. The student will be able to develop a comprehensive and complete resume with specific application to the aviation industry.

5. The student will be able to develop a letter of application that complements the resume.

6. The student will be able to prepare an aviation career search plan based on the career objective already established.

7. The student will be able to apply aviation industry-related career search knowledge to the appropriate segments of the aviation industry.

8. The student will be able to begin the development of a personal aviation career networking system.

9. The student will be able to learn about the various sources and tools to help specifically in aviation career searches.

10. The student will be able to develop an aviation job search portfolio.
**TOPICAL OUTLINE:**

<table>
<thead>
<tr>
<th>Topics</th>
<th>Percentages</th>
</tr>
</thead>
<tbody>
<tr>
<td>I. Aviation Industry Job Market</td>
<td>15%</td>
</tr>
<tr>
<td>A. Size</td>
<td></td>
</tr>
<tr>
<td>B. Structure</td>
<td></td>
</tr>
<tr>
<td>C. Segments</td>
<td></td>
</tr>
<tr>
<td>D. Geographical Distribution</td>
<td></td>
</tr>
<tr>
<td>II. Personal Assessment of Aviation-Related Skills and Knowledge</td>
<td>10%</td>
</tr>
<tr>
<td>A. Personal inventory</td>
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</tr>
<tr>
<td>B. Strengths and weaknesses (compared to industry needs and demands)</td>
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<tr>
<td>III. Identify Aviation-Related Career Objectives</td>
<td>10%</td>
</tr>
<tr>
<td>IV. Resume Development</td>
<td>15%</td>
</tr>
<tr>
<td>A. Education areas</td>
<td></td>
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<tr>
<td>B. Certification/training</td>
<td></td>
</tr>
<tr>
<td>C. Military service</td>
<td></td>
</tr>
<tr>
<td>D. Work experience</td>
<td></td>
</tr>
<tr>
<td>1. Aviation related</td>
<td></td>
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<tr>
<td>2. Other</td>
<td></td>
</tr>
<tr>
<td>E. Honors, awards</td>
<td></td>
</tr>
<tr>
<td>F. Professional affiliations, memberships</td>
<td></td>
</tr>
<tr>
<td>G. Personal information, as needed</td>
<td></td>
</tr>
<tr>
<td>V. Cover Letter</td>
<td>5%</td>
</tr>
<tr>
<td>VI. Aviation Career Search Plan</td>
<td>10%</td>
</tr>
<tr>
<td>A. Education/training requirements of your chosen field</td>
<td></td>
</tr>
<tr>
<td>B. Geographical limitations of the career field</td>
<td></td>
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<tr>
<td>C. Health of the career field in general</td>
<td></td>
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<tr>
<td>D. Identification of specific companies, agencies which fit the plan, and research into their prospects</td>
<td></td>
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</tbody>
</table>
VII. Aviation Career Information Tools  
   A. Professional associations  
   B. Periodicals

VIII. Aviation Career Networking

XI. Interviews

X. Professional Ethics

TEXTBOOK:
Powell, C. R. *Career Planning Strategies* (5th ed.). *(Optional)*

All materials required to successfully complete the course are available on D2L (online.siu.edu), including printable PowerPoint Presentation PDF Study files.

GRADING SCALE

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>A</td>
<td>92.00 - 100%</td>
</tr>
<tr>
<td>B</td>
<td>82.00 - 91.99%</td>
</tr>
<tr>
<td>C</td>
<td>73.00 - 81.99%</td>
</tr>
<tr>
<td>D</td>
<td>64.00 - 72.99%</td>
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<tr>
<td>F</td>
<td>63.99% or less</td>
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</table>

ASSESSMENT COMPONENTS

<table>
<thead>
<tr>
<th>Component</th>
<th>Percentage</th>
</tr>
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<tbody>
<tr>
<td>Career Portfolio</td>
<td>20%</td>
</tr>
<tr>
<td>Final Exam Score</td>
<td>15%</td>
</tr>
<tr>
<td>Cover Letter and Résumé</td>
<td>15%</td>
</tr>
<tr>
<td>Personal Interview</td>
<td>15%</td>
</tr>
<tr>
<td>SIUC Career Services</td>
<td>10%</td>
</tr>
<tr>
<td>Aviation Career Search Plan</td>
<td>10%</td>
</tr>
<tr>
<td>InterviewStream</td>
<td>10%</td>
</tr>
<tr>
<td>Aviation Mentor Report</td>
<td>5%</td>
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</tbody>
</table>

Total  100%

IDENTIFICATION

If a student fails to provide his/her name on an exam or assignment, he/she will **forfeit 3 points** of their exam or assignment score.
ASSIGNMENTS

All assignments, including homework, are due at the beginning of the class period on the day a deadline has been established. **Late submissions will not be accepted.**

All coursework (including homework) shall be typed; hand-written submissions will not be accepted.

E-MAIL ETIQUETTE

If you contact me via e-mail: place the course abbreviation you are referring to e.g. AVM 377, AVM 402, etc. in the subject line. In the body of the e-mail, tell me who you are, and how I can help. If you do not comply with these instructions, I will immediately delete your message. **I do not open the message or attachments of students who do not identify themselves.** No point penalty will be assessed, but your message will be deleted and any message or assignment you are forwarding will **NOT be read or graded.**

AVIATION MENTOR REPORT

This assignment has two parts. Students will be required to contact an aviation mentor (list will be provided by the professor). Each student will conduct an oral presentation, lasting no more than 5-10 minutes, that discusses what advice and/or insight was provided by the mentor. Students are also required to submit a written report that answers the question, “What was the best piece of advice you were provided by your aviation mentor?” Students can **substitute the written report requirement with a PowerPoint presentation** (PPT) that is used during the student’s oral mentor report. You will be graded on oral presentation skills, professionalism and the quality of the presentation (as determined by the professor). **This assignment represents 5% of your final grade.** Failure to complete two items outlined in this assignment (oral, written and/or PPT) will result in a score of zero for this activity.

SIU CAREER SERVICES VISIT

All students are **required to physically visit** and use at least two of the free services offered by the SIUC Career Services Center - cover letter construction, résumé construction, interview techniques, etc. services that qualify are cover letter critique, résumé critique, mock interview, etc. Contact career services at 453-2391 or www.careerservices.siu.edu.

You have been provided with a career services letter that must be signed, stamped or initialed by a career services representative. **This assignment represents 10% of your final grade.** Failure to turn-in the abovementioned letter by the established deadline will result in a zero for this activity.
AVIATION CAREER SEARCH PLAN

Identify and prioritize your top three career choices. Provide a cover page with your name, the class (AVM 402) and the date. The career search plan will be divided into three individual sections - one section for each career choice. Begin individual career choices on a new page. Address each of the nine career choice items/headers in the order provided (see format handout). Do not abbreviate or omit any of the nine items/headers - copy them verbatim!! One of the three career choices must not require an aviation medical certificate as a condition of employment. All your career choices do not have to be aviation related.

Use 1” to 1.25” margins and Arial, Calibri or Times New Roman font. Size 12 font is required. Respond to each item/heading to the best of your ability. Most of the items listed require some level of research. Your response to each item must be comprehensive! See the attached Aviation Career Search Plan Format - strictly adhere to this format! The career search plan will be evaluated for quality, comprehensiveness of responses, spelling, grammar, punctuation and strict adherence to the format provided. This assignment represents 10% of your final grade. Failure to complete this assignment by the scheduled deadline will result in a score of zero for the activity.

COVER LETTER AND RÉSUMÉ

The cover letter and résumé are documents that employer's initially use to assess your qualifications for a position. There are basic guidelines associated with cover letters and resumes, however they are an expression of creativity - there is no standard format. Do not use templates in the design of these two products. They also serve to form the employer's first impression of your communicative abilities. They must be composed without grammatical, spelling or punctuation errors. 1” to 1.25” margins and Arial, Calibri or Times New Roman font types will be used. Size 12 font is required. These items will be evaluated quality, professional appearance, communicative qualities, grammar, spelling and punctuation. These two items are considered one assignment. This assignment represents 15% of your final grade. Failure to complete this assignment by the scheduled deadline will result in a score of zero for the activity.

CAREER PORTFOLIO

The career search portfolio is a detailed collection of documents that outline your education, employment history, and significant accomplishments. This exercise will provide you with a greater sense of who you are and what you have accomplished. It may also prove useful in communicating this information to a potential employer. See the Aviation Career Portfolio Format for Additional Instructions. Use 1” to 1.25” margins and Arial, Calibri or Times New Roman font types. Size 12 font shall be used. You will be graded on the portfolio's quality, professional appearance, accuracy, comprehensiveness, grammar, spelling, punctuation and strict adherence to the format provided. This assignment represents 20% of your final grade.
Failure to complete this assignment by the scheduled deadline will result in a score of zero for the activity.

INTERVIEWSTREAM

You are required, but not limited, to conduct one online interview at siu.interviewstream.com. Sit at a desk or table to conduct the interview. Do not wear pajamas or other inappropriate attire during the interview. You are not required to “dress up” but you must appear presentable during the interview. Follow these instructions: Step 1 - Go to siu.interviewstream.com. Step 2 - Create an account. Step 3 - Click on “Conduct Interview” button. Step 4 - Click on the “Take Premade Interview” button (located on the left side of webpage). Step 5 - Scroll down to the third row of practice interviews and choose one of the following interviews “AVM 402 General Interview” or “AVM 402 Pilot Interview.” Follow the rest of the online instructions. If you have any additional questions click on the “User Guide” link for detailed instructions (listed under “Resources”). Interviewstream will automatically e-mail me a copy of your interview once you have completed each interview. However, I recommend that you keep a copy of any documentation provided to you by interviewstream - in the event you need to prove that you performed the interview. You will be graded on professionalism, clarity of responses, articulation and facial expressions/body language. This assignment represents 10% of your final grade. Failure to complete this assignment by the scheduled deadline will result in a score of zero for the activity.

PERSONAL INTERVIEW

The personal interview is your opportunity to secure the position! Your appearance, punctuality (show up for the interview 5 to 10 minutes before the scheduled time), personal projection, body language, composure and communicative skills are the areas used to formulate your grade for this activity. Unless encumbered by extraordinary circumstances and coordinated with me, professional dress (shirt and tie for men, appropriate dress for ladies) is required. You will be filmed during this component (for your review). This assignment represents 15% of your final grade. Failure to complete this assignment on the scheduled date will result in a score of zero for the activity.

COURSE EXAMS

A comprehensive final exam is a required component of the course and represents 15% of your final grade.

FINAL EXAM DATE

The course final exam will be conducted on Friday, May 13, 2016 @ 0800 in TEC Classroom 180.
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 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.

COURSE MANAGEMENT:

1. **All penalty points (except absenteeism) and/or extra credit points will be assessed toward or against the student’s final exam score.**

2. **All unexcused absences will result in the loss of 2 overall final grade percentage points.** Penalized percentage points will be assessed against a student’s final class score/grade. For example, if you are absent for one class, a final grade score of 92 (A) becomes a score of 90 (B).

   Coordinate any anticipated late arrivals/early departures with me **as quickly as possible (not days after the fact).** Otherwise, do not expect me to make any concessions.

3. **Please be on time.** Tardiness is disruptive and not tolerated. Unless coordinated and approved by myself, late class attendance, will result in a **3-point penalty.** **If you are 1 hour, or more, late for class you will be noted as absent.** **If you leave class early, without consulting and gaining approval from the professor before leaving, you will be penalized 3 points for every 30 minutes of missed class time.**

   Coordinate any anticipated late arrivals/early departures with me **as quickly as possible (not days after the fact).** Otherwise, do not expect me to make any concessions.

4. **If you are a flight student, be aware that stage checks and check rides do not take precedence over this class.** This class is held every Wednesday @ 0900 - I do not have the luxury of re-scheduling classes. **If you choose to be late or absent (you do have a choice) you will be penalized as outlined in this syllabus.**
5. **Make-up Exams/Personal Interviews are not conducted.** Exams are administered at the beginning of a class session. If you are less than 30 minutes late to class on the day an exam is conducted, you will be allowed to take the exam, but you will **forfeit 10 points of the exam score**. If you are more than 30 minutes late for the exam, you will **forfeit 25 points of the exam score**. If you are not in attendance for an exam or personal interview, **you will receive a grade of zero**. If you believe you will not be present, or late for an exam, it is your responsibility to **advise/coordinate with me immediately**.

6. Cell phones must be placed in **silent/vibrate mode** during class. If your cell-phone rings/chimes during class you will **forfeit 5 points**. Cell phones shall not be accessed for **ANY** purpose during class. If you are caught texting, checking your e-mail, surfing the internet, etc. **10 points** will be deducted from your final exam score. Laptops, Tablets, or similar devices may be used for note taking or other class-related activities. However, if they are used for playing games, performing homework related to other classes, surfing the internet or other purposes the professor considers inappropriate, the student shall be **penalized 10 points and banned from using his or her tablet/laptop/similar device during class the rest of the semester**. If you even appear to be violating any of the abovementioned mandates - I will bring it to your attention. Both transgressions are **rude and disrespectful** – I am intolerant of both!

7. **The professor maintains the right to penalize a student whatever number of points he believes is warranted for not following direction, or behaving in a manner that the professor believes is rude, disrespectful, disruptive or inappropriate.**

8. Notify me immediately of any circumstances that may affect your ability to meet course requirements. **I will not make concessions for you if you choose to discuss your problems with me at the end of the semester.** It is your responsibility to coordinate any difficulties/problems with me immediately, not at your convenience, e.g., group assignment, exams, absences, etc.

9. If a student is never late or absent from class, I will award that student **5 points extra credit** (to be applied to their mid-term score). However, if you are late or absent for one or more unexcused classes you **will no longer qualify** for the award. I will determine if your circumstance warrants a deviation from this policy on a case-by-case basis.

10. I strive to facilitate a classroom environment that is informative, interesting, and relaxed - **but I do not tolerate nonsense!** This entire section can be summarized in several statements:

   a. Come to class.

   b. Come to class on time.

   c. Be courteous to me and your classmates.

   d. Be responsible.
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/undergraduatetcatalog.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/undergraduatetcatalog.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 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 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/ep/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