Instructor Information

Name: Harry Fanning
Office Location: Tec Bldg. 246B
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Course Information

Days: Lecture T, Thurs, 10:00 – 10:50
Lab: Section 1 Wednesday, 09:00 – 10:50
Section 2 Friday, 09:00 – 10:50
Section 3 Monday, 09:00 – 10:50
Location: Lecture AvTec 145
Lab AvTec 127

Course Description

Upon completion of this course the student will be able to select and use the both Technical and legal publications required to safely and efficiently complete the duties of Licensed Aircraft Technician. The student will be able to select and complete the correct forms, documents and records required by the Federal Aviation Administration to evaluate the condition of any aircraft affected during the performance of his/her duties.

Specific Student Learning Objectives

Upon Completion of this course the student shall

1. Be able to locate and use aircraft type certificates
2. Be able to research and use manufacturers technical publications
3. Be able to use research and use supplemental type certificates
4. Be able to understand and apply airworthiness directives when performing maintenance duties
5. Be able to understand and apply regulations governing repairs and alterations
6. Understand and apply mechanic privileges and limitations
7. Correctly document maintenance actions using the appropriate forms, logbooks and reports

Required Text
FAR AMT 2014 Federal Aviation Regulations For Aviation Maintenance Technicians

Attendance Policy

A. Attendance is mandatory. As an approved part 147 A & P program each student is required to complete a defined number or hours to qualify for the written exams. The combined lecture and laboratory hours have been established to meet these requirements. In accordance with
FAA requirement attendance must be documented for each student. Therefore, attendance will be taken at every scheduled lecture and lab. Whenever possible the student should notify the instructor in advance of an absence. It is also the student’s responsibility to obtain all hand-outs provided during the missed session.

B. Make-up of Missed Classes

The student will be given an opportunity to make any missed lecture or lab during the semester. This make-up is only applied to the final attendance reported to the FAA as meeting the hour requirements necessary to qualify for the FAA written exam. The student is also responsible for arranging with the instructor a make-up session.

Missed lectures can be made-up by writing a one page paper (typed, double-spaced with 12 point font) on the subject material covered during the absence.

Missed lab periods must be made up with the instructor present while the student either works on specific lab projects or other tasks assigned by the instructor. All lab make-up will be accomplished during one of the other section lab periods or during the office hours listed at the top of this document.

Both lecture and lab periods will start promptly on the scheduled times. Students arriving late to a lecture or lab will be responsible for the material missed. Any student arriving more than 10 minutes after the scheduled start of a lecture or lab will be counted as absent and will be required to make the entire session. Three tardies of less than 10 minutes will count as an absence and the student will be required to complete a make-up session.

C. Excused absence

The student should make every effort to attend each scheduled session. However, sometimes events outside of the student’s control will result in a missed class. For example (Emergency room visits, death in the family, military duty, etc.) Whenever possible the student should notify the instructor in advance of the absence. The student is required to provide the instructor with proof of reason for the absence and the instructor will make the final determination whether it is excused. All excused absence that is made up within ten calendar days of the return to class or prior to the last day of scheduled class, whichever is the shorter, will not result in grade penalties.

D. Unexcused Absence

Unexcused absence regardless of make-up time and excused absence not made-up with ten calendar days will result in a penalty assessed to the final grade as follows:

1) First absence = 1% point reduction
2) Second absence = 2% point reduction
3) Third absence = 4% point reduction
4) Fourth absence = 8% point reduction
5) Fifth absence = 16% point reduction

Five or more absences resulting in a penalty will result in a failing grade for the class. The penalties are assessed for either lecture or lab session. For example (first absence is a Lab, the student will be assessed 1% point penalty, the student then misses a Lecture session and is assessed an additional 2% penalty. The total penalty applied to the final grade is 3% points).

Any Student that has more than 5 absences will receive a failing grade for the course regardless for graded assignments
E. All absence must be have a competed make-up session. The student is responsible to schedule the make-up session with the instructor. Make-up sessions must be completed within two weeks of the absence or the last day of the semester, whichever is the shorter.

Grading Policy

A. Lecture: Grades for lectures will be determined by in-class quizzes and tests. Tests will be either closed or open book and include topics covered during the lecture period. The instructor will notify the students during the test review whether it will be open or closed book. Quizzes will be open book.

B. Lab: The lab grade will be based on performance of specific assignments that demonstrate the ability to apply information covered in this course. Each lab project must receive a passing grade to count as fulfillment of FAA curriculum. Therefore any lab project turned in with incorrect information will be returned to the student for correction. In addition to the graded projects a subjective grade will be calculated into the lab grade that is based on student performance and participation during the lab periods. Thing to be evaluated in the subjective evaluation are progress on completing the lab projects and participation in the lab discussion.

C. Final exam: The final exam will be a written exam that will cover all material covered during this course in both the lecture and lab sessions. The exam will be closed book.

D. Final Course Grade: The final grade will be a composite of Lecture, Lab and final exam. Each will be worth approximately 1/3 of the final course grade.

E. Grading scale: The grade scale is a follows:
   a. A = 90% or higher
   b. B = 80% to 89.95
   c. C = 70% to 79.95
   d. D = 60% to 69.95
   e. F = Less than 60%

   The FAA requires a minimum of 70% for all classes. Therefore a final course grade of less than 70% will not receive FAA credit for this course and require the course to be retaken.

Coursework

Lecture

The lecture assignment will consist of reading from the course text and hand-outs provided during the lectures. The lecture material will be available in D2L. In addition Attachment 1 to this document is the planned course lecture schedule. The instructor will make every effort to follow this schedule. However, if changes are required during the semester the instructor will announce the changes in class. The final will be given during finals week however the specific day will be announced later.
Lab

The lab work will be assessed by instructor review and evaluations of the following

A. **Project Worksheets:** Each student will be given a worksheet outlining the specific project to be completed. The student is responsible for completing the worksheet and turning it into the instructor for evaluation.

B. **Subjective Instructor Evaluation:** The student will be evaluated based on oral examinations related to the project worksheet discussed above. It is important that each student is prepared to discuss and demonstrate specific actions from the worksheets. Most Oral reviews of the projects will be done as a group and all members of the group are expected to participate in the oral review.

University Policies

A. **Academic Integrity:** You are expected to submit your original work and adhere to the academic policies as stated in the SIU Student Conduct Code: [http://srr.siu.edu/student_conduct_code/](http://srr.siu.edu/student_conduct_code/). Any act of academic dishonesty, cheating or plagiarism in any form, including anonymous internet sources used in student papers, will be reported. These acts are taken seriously and the consequences may range from failing an assignment to expulsion from the university.

B. **SIU Email:** Your SIU email account is an official form of University communications. Your instructor will use SIU email as a primary means of electronic communications with our students. Please make sure that you maintain a valid password and acquire the habit of regularly checking your SIU email account for important instructor and University announcements. You may view the official SIU student Email policy at: [http://policies.siu.edu/ownership_link/email_ownership.html](http://policies.siu.edu/ownership_link/email_ownership.html)

C. **Statement of 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 from you is an important part of your education in this class, as well as an essential preparation for any career.

D. **Emergency Procedures:** SIU 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 SIU 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 [http://bert.siu.edu](http://bert.siu.edu) the SIU Department of Public Safety’s web site [http://dps.siu.edu](http://dps.siu.edu) (disaster drop down and video, “Shots Fired”) and in the 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.
Student Services

A. Learning Support Services: The Center for Learning Support Services (CLSS) assists students of all cultures, abilities, backgrounds and identities with enhancing their self-management and interdependent learning skills. Programs offered by CLSS include: group study sessions; math tutoring; academic coaching; early intervention programs; and study skills seminars. For additional information please contact CLSS in Morris Library or visit the web site http://tutoring.siu.edu

B. Writing Center: The writing center offers free tutoring services and assistance with improving writing skills to all SIU undergraduate and graduate students and faculty. For center locations and hours, to schedule an appointment online, and to view information regarding the online Writing Lab (OWL) contact the Writing Center at https://write.siu.edu

C. 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. To make a referral to Saluki Cares click call or send http://salukicares.siu.edu; (618) 453-5714 or siucares@siu.edu
**Attachment 1**

Syllabus Attachment

**Fall 2015**

**IMPORTANT DATES** *

- Semester Class Begins ............................................. 08/24/2015
- Last day to add a class (without instructor permission): .......... 08/30/2015
- Last day to withdraw completely and receive a 100% refund: ...... 09/06/2015
- Last day to drop a course using SalukiNet: ............................ 11/01/2015
- Last day to file diploma application (for name to appear in Commencement program): ........................................... 09/18/2015
- Final examinations: .................................................. 12/14–12/18/2015

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

**FALL SEMESTER HOLIDAYS**
- Labor Day Holiday 09/07/2015
- Fall Break 10/10—10/13/2015
- Veterans Day Holiday 11/11/2015

**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/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.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/pdf/ugradcatalog1314.pdf

**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 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 Build-ing Emergency Response Team (BERT) programs. Please reference the Building Emergency Response Protocols for Syllabus attachments on the following pages. 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/

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