Course Instructor          Daniel Mattingly
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Office Phone            (618) 536-3371, ext 284 (453-9284)
Office Hours            Mondays and Fridays from 12 to 12:50 and 3:00 to 4:00. Wednesdays from 12 to 2:00. Other times can be made available by appointment.
Office Location         Aviation Technologies Helicopter Building, Room 101
Course Meeting Times    Mon, Wed & Fri from 8 a.m. to 8:50 a.m.
Meeting Locations       Lecture Room in Helicopter Lab Facility

Course Description
The student will have in-depth knowledge of the operation, function, and inspection of all rotational components of a rotary wing aircraft to include transmission, gear boxes, drive trains, and drive shafts.

Required Textbooks and Tools:
Fundamentals of Helicopter Maintenance, by Joseph Schafer, Jeppesen
Current SIU email address and Internet access.
Tools required include safety glasses and the appropriate tools for each lab. You must have your tools for each class or you will be counted absent for the time that the tools are not available. If you have a job that requires the use of your tools, inform the instructor so that other arrangements can be made. A calculator is required periodically throughout the semester in support of calculations during quizzes and exams. Cellular telephones are not considered as an acceptable calculator and they will not be authorized for use during a quiz or exam.

Grading Policy
AVT 304 is the lecture component of the helicopter power train & inspection course and will meet three hours per week. Two-thirds of the course grade will be determined by an average of the unit exams and quizzes (average of all quizzes counts as one unit exam). The exams will be taken from the material covered in lecture, reading assignments, and lab instruction. A final exam will account for the remaining 1/3 of the lecture grade.

Any unit exams that are missed with an **excused** absence may be made up with a 10 point penalty.

Quizzes will also be factored into the unit exam portion of the grade, weighing the same as an exam. Quizzes may be written with multiple choice or fill in the blank questions. Quizzes may not be taken late and the lowest quiz grade will be thrown out at the end of the semester with the remainder being averaged. A missed quiz will result in a zero being averaged.

The final exam is comprehensive and will cover all subjects discussed and assigned during the semester. The exam will be a multiple choice (scantron style) and consist of 75 to 100 questions. The final exam cannot be taken late without making prior arrangements with the instructor. If prior arrangements are not made, the student will receive a zero on the final.

The letter grade issued at the completion of the course will be based on the following grading scale:
100 - 90 = A, 89 - 80 = B, 79 - 70 = C, 69 - 60 = D, <60 = F

**Attendance Policy**

The instructor will take roll at the beginning of each class and all students are expected to be in class on time. If a student is late to class three times (less than 10 minutes per occasion), it will be counted as one hour of unexcused absence. If a student is late to class more than 10 minutes, it will be counted as one hour of unexcused absence. Any student leaving class early without previously coordinating with the instructor will be considered absent for the entire class period. Excused absences are defined as absences that are due to circumstances outside the control of the student (medical emergencies, death in the family, etc.). Whenever possible, it is the student's responsibility to provide the instructor with a verbal explanation and/or written documentation prior to the class that will be missed. An illness will require supporting documentation from the SIU Student Health Service or private physician indicating the date and time of appointment. The instructor will make a determination based on the information provided by the student if the missed class will be considered as an excused absence. The student will have 2 weeks from the absence date to make up the time missed which will normally consist of writing a 1 page paper (double spaced & Times New Roman 12 plus references) for every hour missed and the topic will be related to the missed lecture material. All of the student’s time must be made up prior to finals week or the appropriate point deductions will be taken in accordance with the next paragraph.

Unexcused absences or habitual tardiness will result in a cumulative reduction of the student's final grade point average: First unexcused absence results in a one-point reduction of the final grade (0-100 scale). Second absence results in a two-point reduction. Third absence results in a four-point reduction. Fourth absence results in an eight-point reduction. Fifth absence results in a sixteen-point reduction. After the fifth unexcused absence the cumulative grade reduction would be 31 points.

Make up time may be granted at the discretion of the instructor. Final determination as to whether or not an absence is "excused" rests with the instructor. Performance of make-up time does not reinstate points lost due to unexcused absence.

**Class Behavior**

Within the aviation industry, we are expected to conduct ourselves with dignity and professionalism. The following behaviors will not be tolerated during the lecture sessions:
- The reading of newspapers
- The excessive use of foul or vulgar language
- Sexual harassment of any type
- Racially demeaning comments or slurs
- Use of headphones or ear buds
- Unnecessary talking or sleeping in class or any other distractions

Students engaging in unprofessional behavior will be advised and if the unacceptable behavior continues, the student may be asked to leave the classroom with an unexcused absence being recorded for that day.

**Cell Phones**

CELLULAR PHONES ARE TO BE TURNED OFF OR SET TO VIBRATE DURING CLASS AND OUT OF SIGHT BY LEAVING THEM IN YOUR VEHICLE OR BACKPACK. Text messaging during class will not be tolerated. The potential of a medical emergency is understandable, but if your phone rings during class or if you choose to answer your phone during class, you will be counted as absent for the class. Advise the instructor if there is a potential medical problem so that he is aware and can preplan for it. We all forget to turn them off from time to time, so please try to remember.