1. Course Information:

1.1 Class Location and Time:
UCC 67, 14:30-17:30

1.2 Contact Information:
Instructor: Christopher Whitty
Office: 4434 SSC
Office Hours: 13:30-14:30 Monday’s and by appointment
Phone: 519-661-2111 x12345
Email: cwhitty@uwo.ca

DAN Department of Management & Organizational Studies strives at all times to provide accessibility to all faculty, staff, students and visitors in a way that respects the dignity and independence of people with disabilities. Please contact the course instructor if you require material in an alternate format or if you require any other arrangements to make this course more accessible to you. You may also wish to contact Services for Students with Disabilities (SSD) at 519-661-2147 for any specific question regarding an accommodation. More information about “Accessibility at Western” is available at: http://accessibility.uwo.ca

2. Calendar Description

2.1 Course Description:
This course is designed as a survey of Commercial Aviation and to create interest in various fields of the aviation industry. The course has been designed for those with little to no experience or knowledge of the aviation industry and to give such students a working knowledge of broad topics and discussion items in regards to aviation. Topics include: History of Aviation, Aircraft manufacturers, Aviation Business, aviation law, Human Factors, Air Traffic Control, Aviation Safety, Careers in Aviation.

3 lecture hours, 0.5 course

Antirequisite(s): None

Prerequisite(s): Enrolment in commercial aviation management program

2.2 Senate Regulations
Senate Regulations state, “unless you have either the requisites for this course or written special permission from your Dean to enroll in it, you will be removed from this course and it will be deleted from your record. This decision may not be appealed. You will receive no adjustment to your fees
in the event that you are dropped from a course for failing to have the necessary prerequisites."

This regulation is in regards to the COURSES required. Students not in BMOS are permitted to enroll in up to 1.0 MOS courses, per the Academic Timetable.

3. **Textbook**
Kearns, S. (2018), Fundamentals Of International Aviation, Routledge publishing

4. **Course Objectives and Format**
The DAN Department of Management and Organizational Studies as a whole draws upon an evidence-based management approach. Evidence-based management is the systematic process of gathering evidence from multiple sources, critically appraising the evidence, and using that evidence in making and evaluating management decisions to improve organizational performance.

4.1 **Course objectives**

Through an interdisciplinary focus on evidence-based practices, and with emphasis on teamwork and professional approaches, successful students will:

- Demonstrate their understanding of key elements of knowledge critical to the airline industry by describing a range of safety issues, giving examples of domestic and international legal, regulatory, and labour issues and examining environmental concerns associated with the aviation industry.
- Collaborate with team members to identify noteworthy issues within the aviation industry and present their findings to classmates
- Critically explore a contemporary issue with the aviation industry in an essay

4.2 **Course format**

The Course will be organized as a combination of lecture, group discussion and student presentations. Guest speakers might also make presentations depending on availability.

5. **Learning Outcomes**

Students will gain a working knowledge of the aviation industry on a global scale with a broad view of all the interconnected professional groups. In addition to this a focus will be placed on Canada and how the Canadian aviation industry fits within the ICAO framework and specific organizations unique to Canada will be discussed.

6. **Evaluation**

Insert information about exams and assignments and other components of the grade. Update the information below describing the exam and any relevant procedures as well.

Class Participation= 15%
Midterm Examination = 20%
Aviation Essay = 30%
Final Examination = 35%
Exams are in multiple choice format. Each exam, in total, will be scheduled for 2 hours, consist of 100 questions, and are closed book examinations. Dictionaries are NOT allowed into the examinations.

Students are responsible for material covered in the lectures as well as the assigned chapters/sections in the text. The midterm exam will be in class time. The final exam will be scheduled during the exam period. Exams will not be returned to students but may be reviewed in the instructor's office.

Students are REQUIRED TO COMPLETE ALL COMPONENTS of this course. There are no exceptions to this. Extra assignments to improve grades will NOT be allowed.

Grades will not be adjusted on the basis of need. It is important to monitor your performance in the course. Remember: You are responsible for your grades in this course.

The DAN Department has a grade policy which states that for courses in the 1000-1099 range, the class average must fall between 65% and 70% for all sections of a course taught by the same instructor. In very exceptional circumstances only, class averages outside this range may be approved by the Undergraduate Chair or Chair. Class averages are not grounds for appeal.

7. Lecture and Examination Schedule

January 6
Overview of syllabus and course expectations/essay topic and presentation selection/aviation history

January 13
International air law (required reading, Chapter 1)
Canadian air Law (PowerPoint presentation)

January 20
Aircraft (chapter 2)

January 27
Operations (chapter 3)

February 3
Airports (chapter 5)

February 10
Mid Term
February 24
Security (chapter 6)

March 2
Navigation (chapter 4)
Environment (chapter 7)

March 9
Airline business/economics (PowerPoint presentation)

Essay Papers Due

March 16
Accidents (chapter 8)
Transportation safety board (PowerPoint presentation)

March 23
Safety (chapter 9)

March 30
Remotely piloted aircraft (chapter 10)
final exam review

Note: Drop deadline for courses is March 7, 2020. 15% of your final mark will be provided no later than March 4, 2020.

8. Student Responsibilities
For Students should familiarize themselves with Western University Senate Regulations, please see: http://www.uwo.ca/univsec/academic_policies/index.html.

Material covered in lectures will not always be the same as material covered in the textbook. These two sources should be viewed as complimentary and not redundant. As such, students who want to do well in this course are strongly encouraged to attend lectures on a regular basis. Please note that the instructor will not be providing copies of lectures notes or overheads. Therefore, if you miss a lecture, you should try to obtain this material from another student.
8.1 Respect
Please act respectfully towards the classroom, the Professor and your fellow students. Acting respectfully means arriving on time, turning off phones, avoiding private discussions during lectures, refraining from viewing non-course material on your laptops, and cleaning up after yourself. Acting respectfully provides a better learning experience for everyone.

Private in-class discussions are distracting to students and the Professor. If other students are distracting your attention from the material, you should ask them to be quiet. If you feel uncomfortable doing this (or the problem persists), please see the instructor.

Late arrivals are also distracting. Please try to arrive on time for classes.

8.2 No Recording of Classes
Students are not permitted to record any portion of a class, audio or video, without the prior written permission of the professor.

8.3 Copyright Notice
Lectures and course materials, including power point presentations, outlines, and similar materials, are protected by copyright. You may take notes and make copies of course materials for your own educational use. You may **not** record lectures, reproduce (or allow others to reproduce), post or distribute lecture notes, wiki material, and other course materials publicly and/or for commercial purposes without my written consent.

9. Exam Policies
- Bring student identification to exams.
- Nothing is to be on/at one’s desk during an exam except a pencil, an eraser, and the individual’s student card.
- Do not wear baseball caps to exams.
- Do not bring music players, cell phones, or other electronic devices to exams.
- To ensure fairness to all students, questions will not be answered during exams.

10. E-mail Policies
The following policies apply to all emails between students and the Professor. Please respect the fact that the Professor receives hundreds of emails from students and must deal with those emails in a fair and organized manner. Unacceptable emails will receive a reply saying only “Please see Email Policies on the course outline”.

10.1 UWO.CA Email Addresses Only
For privacy reasons, students must use their Western email accounts to contact the Professor. The Professor will not respond to emails from non-uwo.ca addresses (e.g. hotmail.com, gmail.com, etc.).

10.2 Subject Line Must Include Course and Section Number
The subject line of emails must contain the name or number of the course, and the section number in which the student is enrolled. The Professor teaches different courses and sections and cannot properly respond to questions if he does not know which course or section you are enrolled in.

10.3 Acceptable Emails
- questions about the course content or materials
- asking to set up an appointment to ask questions or review an exam
- notification of illness or other special circumstances
- providing constructive comments or feedback about the course
10.4 Unacceptable Emails
• questions that may be answered on OWL or on this course outline
• asking when grades will be posted
• asking what grade a student received
• asking where or when an exam is scheduled or the material covered on an exam
• requests for grade increases, extra assignments, or reweighting of course components

11. Attendance
It is expected that students will attend all classes. The professor does not provide access to lecture notes. Students are encouraged to obtain missed lecture notes from a fellow student.

11.1 Short Absences.
If you miss a class due to minor illness or other problems, check your course outlines for information regarding attendance requirements and make sure you are not missing a test or exam. Cover any readings and arrange to borrow the missed lectures notes from a classmate.

11.2 Extended Absences.
If you are absent more than approximately two weeks or if you get too far behind to catch up, you should consider reducing your workload by dropping one or more courses. The Academic Counsellors can help you to consider the alternatives. At your request, they can also keep your instructors informed about your difficulties.

12. Grade Fairness
Fairness requires that all students be treated equally and be evaluated using the criteria set out in this course outline. The evaluation criteria are based on actual achievement and not on how hard a student has tried.

Claims by students of an excellent academic history, good attendance record, need to obtain or maintain a scholarship, desire to be admitted to Ivey or graduate school, or other personal issues, cannot be used to justify a higher grade in the course or a reweighting of course components. There is no extra work or assignments available for extra credit or to “make up” for a course component that was missed or performed poorly.

13. Posting of Grades
Midterm exam grades will be posted on OWL once the grades are available. Final exam grades and final course grades are not posted on OWL and are available once they have been posted by the Registrar under “Academic Summary” at the Student Centre website.

14. University Policy Regarding Illness
14.1 Illness
For details on University Policy and student responsibilities go to:
https://www.uwo.ca/univsec/pdf/academic_policies/appeals/Academic_Consideration_for_absences.pdf

Students who experience an extenuating circumstance (illness, injury, or other extenuating circumstance) sufficiently significant to temporarily render them unable to meet academic requirements may submit a request for academic consideration through the following routes:

i. Submitting a Self-Reported Absence form provided that the conditions for submission are met (maximum of 2 from September to April, valid for 48 hours or less, on course work worth less than 30%); or
ii. For medical absences, submitting a Student Medical Certificate (SMC):
https://www.uwo.ca/univsec/pdf/academic_policies/appeals/medicalform.pdf
signed by a licensed medical or mental health practitioner in order to be eligible for
Academic Consideration; or

iii. For non-medical absences, submitting appropriate documentation (e.g., obituary, police
report, accident report, court order, etc.) to Academic Counselling in order to be eligible for
academic consideration. Students are encouraged to contact their Academic Counselling
unit to clarify what documentation is appropriate.

Students seeking academic consideration:

- are advised to consider carefully the implications of postponing tests or midterm exams
  or delaying handing in work;
- are encouraged to make appropriate decisions based on their specific circumstances,
  recognizing that minor ailments (upset stomach) or upsets (argument with a friend) are not
  an appropriate basis for a self-reported absence;
- must communicate with their instructors no later than 24 hours after the end of the
  period covered by either the self-reported absence or SMC, or immediately upon their
  return following a documented absence.

14.2 Make Up Examinations
The student must write a make-up exam if the regularly scheduled exam is missed for reasons for
which adequate documentation is received by the instructor (this documentation must be supplied
by the Academic Counseling office).

The date and time of the make-up examination will be set by the instructor, who will communicate
the date to the student.

If a student is unable to meet the scheduled make-up as agreed, then the student is responsible for
obtaining new accommodations from Academic Counselling, and seeking a new make-up date with
the instructor within a reasonable time frame.

15. University Policy on Cheating and Academic Misconduct
Students are responsible for understanding the nature of and avoiding the occurrence of plagiarism and
other academic offenses. Students are urged to read the section on Scholastic Offenses in the Academic
Calendar. Note that such offenses include plagiarism, cheating on an examination, submitting false or
fraudulent assignments or credentials, impersonating a candidate, or submitting for credit in any course
without the knowledge and approval of the instructor to whom it is submitted, any academic work for
which credit has previously been obtained or is being sought in another course in the University or
elsewhere. If you are in doubt about whether what you are doing is inappropriate, consult your instructor.
A claim that "you didn't know it was wrong" will not be accepted as an excuse.

A copy of guidelines about how to avoid cheating can be obtained from the office of the Ombudsperson,
Room 3135 WSSB, (519) 661-3573, ombuds@uwo.ca.

Cheating on exams will not be tolerated; students are referred to the university policy on scholastic
offenses. Looking at the test of another student, allowing another student to view your exam, or obtaining
information about a test in advance are all examples of cheating.

Students found cheating will receive a zero (0%) on that exam. A number of safeguards will be employed
to discourage cheating. For example, examination supervisors (proctors) of the tests may ask students to
move to another seat during the exam, cover their paper, avert their eyes from other students' papers,
remove baseball caps, etc. This is not meant as a personal affront nor as an accusation of cheating,
rather as vigilant attempts at proctoring.
The penalties for a student guilty of a scholastic offense include refusal of a passing grade in the
assignment, refusal of a passing grade in the course, suspension from the University, and expulsion from
the University.

16. Procedures For Appealing Academic Evaluations
1. In the first instance, all appeals of a grade must be made to the course instructor (informal
consultation).
2. If the student is not satisfied with the decision of the course instructor, a written appeal must be sent
to the Undergraduate Chair: Student Affairs of the Department of Management and Organizational
Studies.
3. If the response of the Undergraduate Chair is considered unsatisfactory to the student, he/she may
then appeal to the Dean of the Faculty in which the course of program was taken.
4. Only after receiving a final decision from the Dean may a student appeal to the Senate Review
Board Academic. A Guide to Appeals is available from the Ombudsperson's Office.

17. Support Services
17.1 Support Services
The Registrar’s office can be accessed for Student Support Services at http://www.registrar.uwo.ca
Student Support Services (including the services provided by the USC listed here) can be
reached at: http://westernusc.ca/services/
Student Development Services can be reached at: http://www.sdc.uwo.ca/
Students who are in emotional/mental distress should refer to Mental Health@Western
http://www.health.uwo.ca/mental_health/ for a complete list of options about how to obtain help.

17.2 Academic Concerns.
If you are in academic difficulty, it is strongly recommended that you see your academic counsellor.