

COURSE APPROVAL/CHANGE DOCUMENT

(See back of form for instructions)

1. ADDITION ___ REVISION ___ TERMINATION ___

2. IF REVISION: denote changes (i.e. Title only; Title, CIP and Description; etc.):

3. COURSE NUMBER ___

4. COURSE TITLE _____

5. IF REVISION: Previous Course No. _____ Previous Title _____

6. FOR ADDITIONS AND REVISIONS -
FIRST TERM/YEAR TO BE OFFERED:

Fall___ Spring___ Summer___ Term_____

7. FOR TERMINATIONS ONLY -
LAST TERM/YEAR TO BE OFFERED:

Fall___ Spring___ Summer___ Term_____

8. COLLEGE:

9. DEPARTMENT NAME:

10. CIP CODE (Classification of Instructional Program / US Bureau of Labor Statistics): _____

11. FIXED CREDIT HOURS: YES___ NO___

___ Total Credit Hours

___ Lec Contact Hours

___ Lab Contact Hours

___ Other Contact Hours

12. VARIABLE CREDIT HOURS: YES___ NO___

___ Min Total Credit Hours ___ Max Total Credit Hours

___ Min Lec Contact Hours ___ Max Lec Contact Hours

___ Min Lab Contact Hours ___ Max Lab Contact Hours

___ Min Other Contact Hours ___ Max Other Contact Hours

13. CAN THIS COURSE BE TAKEN FOR ADDITIONAL CREDIT: YES___ NO___ If YES, total number of times course can be taken _____

14. MAXIMUM ENROLLMENT ALLOWED FOR COURSE: _____ Justification of maximum enrollment:

15. CLASS SCHEDULE TYPE/ FACULTY WORKLOAD: Choose appropriate schedule type:

Faculty Workload: _____

Class schedule type justification:

16. COURSE LEVEL:

17. GRADE TYPE:

18. DEVELOPMENTAL COURSE: YES___ NO___

19. CROSS-LISTED COURSE:

YES___ WITH _____ NO___

20. SPECIAL COURSE FEE? (Must be Board approved)

YES___ Amount \$ _____ NO___

21. Required faculty qualifications to teach this course:

22. GENERAL EDUCATION COURSE: YES _____ NO _____

If yes, please select one general education category:

If yes, please select up to three general education learning goals that reflect the priorities for student learning in the course. Please rank these in priority order, i.e. 1,2,3 by inserting the numbers/rankings into the boxes:

- ____ General Education Learning Goal 1: Ethical Reasoning
- ____ General Education Learning Goal 2: Global Learning
- ____ General Education Learning Goal 3: Information Literacy
- ____ General Education Learning Goal 4: Written Communication
- ____ General Education Learning Goal 5: Oral Communication
- ____ General Education Learning Goal 6: Critical Thinking
- ____ General Education Learning Goal 7: Quantitative Literacy

If the proposed new or revised course is a General Education course, please provide a short rationale why this course should be considered as a general education course.

Attach the following:

- a) Class syllabus using the syllabus template.
- b) Memo from Library Dean assessing available and needed library resources and services.
- c) If applicable, memos from Department Chair(s) in affected department(s) stating support or that issues/conflicts are resolved.

COURSE APPROVAL SIGNATURES

Department Chairperson

Dean of Kent Library

College Council

Brad Deken Digitally signed by Brad Deken
Date: 2020.03.27 14:53:24
-0500

Educator Preparation Committee

General Education Council

Graduate Council

To obtain the next signature, save the pdf to your desktop and then email the form as an attachment to the next individual for signing. When submitting the form, the **email must come from your Southeast email account.**

Registrar's Office Use Only

SCACRSE _____ Degree Audit _____ Bulletin _____ Degree Map _____ SHATATR _____

Instructions for Completing Course Approval/Change Document

1. Is the course an Addition, Revision or Termination?
2. If Revision: Please list changes being made to course such as title change; or title, CIP, and description change, etc.
3. Course Number: Two letters (choose discipline from drop down menu) and three numbers (i.e., EN 140). For course additions, ask for a list of available course numbers from the Registrar's Office.
4. Course Title: Full title of course.
5. If Revision: Indicate previous course number and/or title if change has been made. A new course number must be used if the revised course is not equivalent to the previous course offered.
6. For Additions and Revisions-First Semester/Year To Be Offered: Indicate first semester/year course is to be offered or when changes to the revised course will be put into place.
7. For Terminations Only-Last Semester/Year To Be Offered: Indicate last semester/year course is to be offered. For course terminations skip questions 10-22.
8. College Name: Choose the College Name from drop down menu. UI/IU courses belong to the Provost.
9. Department Name: Choose the Department Name from drop down menu. UI/IU courses belong to the Provost.
10. CIP Code: Enter six digit code number. Contact Institutional Research for information.
11. Fixed Credit Hours: Enter the total credit hours student will earn for course. Lecture, Lab, and/or Other Contact Hours should be completed as appropriate. Lecture contact hours should equal the student credit hours earned for the lecture component of the class. Lab contact hours will in most cases be entered as a 2 to 1 ratio (2 contact hours equals 1 student credit hour) for the lab component of the class. Other Contact hours will be entered for field experience courses, internships, practicums, etc.
12. Variable Credit Hours: If course is variable credit hour, indicate total minimum hours and total maximum hours for which credit can be received. Indicate minimum and maximum lecture, lab, and/or other contact hours as appropriate. See 10 for more detailed instructions.
13. Can This Course be Taken for Additional Credit: Indicate if students will be allowed to enroll in this course more than once for additional credit. NOTE: If the course allows for multiple repeats, it is outside the normal repeat procedure. If a student making a grade of 'D' or 'F' wants to repeat the course for a better grade, special handling is required.
14. Maximum enrollment allowed for course: Indicate the total number of students allowed to enroll in this course and the justification for that maximum.
15. Class Schedule Type/Faculty Workload: See Class Schedule Types sheet on Document Share for appropriate type of course and faculty workload.
16. Course Level: Choose appropriate course level from drop down menu. 500 level courses are mixed undergraduate/graduate.
17. Grade Type: Indicate if course is standard grade (A, B, C, etc.) or Credit/No Credit
18. Developmental Course: Indicate if course is to be offered for degree credit or developmental credit.
19. Cross-listed Course: List course that is cross-listed across disciplines (e.g., PY120/CF120)
20. Special Course Fee: Indicate course fee amount as approved by Board of Regents
21. Required faculty qualifications: What are the degrees, areas of specialty, and/or other characteristics of a faculty member that would qualify them to teach this course.
22. General Education Course: Choose NO, or the category in which the course falls and the general learning goals.

AV 110- Private Pilots

Class Syllabus

(1) *Course Number:* AV110

(2) *Course Title:* Private Pilots

(3) *Catalog Description:* Aeronautical knowledge needed by pilots, including principles of flight, aerodynamics, aviation regulations, weather, visual and instrument navigation, and emergencies.

(4) *Prerequisites:* n/a

(5) *Co-requisites:* AV 111

(6) *Credit Hours:* 3

(7) *Semester:* Fall 2021

(8) *Class Meeting Time(s), location and format:* MWF 8-8:50 AM, in PB110, face-to-face

(9) *Instructor:* John Q. Pilot

(10) *Instructor Contact Information:* sample@semo.edu

(11) *Concerns:* Questions, comments or request regarding this course should be taken to the instructor. Unanswered questions or unresolved issues about this class can be directed to Dr. Brad Deken.

(12) *Course Learning Outcomes:*

1. Students will be able to successfully pass the FAA Private Pilot written examination.
2. Students will be able to recognize and describe the instrumentation needed for private pilots.
3. Students will be able to describe the rules for airports, airspace, and air traffic control.

AABI Outcome

- 3.3.2.5. Airports/ Airspace: Knowledge of airports, airspace, and air traffic control

(13) *Course-specific Required Materials:*

- Jeppesen, Guided Flight Discovery Private Pilot. Jeppesen, 2016
- Gleim Private Pilot and Recreational Pilot FAA Knowledge Test
- FAR/AIM 2018
- [Private Pilot ACS](#)
- Plotter
- E6B (flight computer)
- Omaha Sectional Chart
- [Piper Warrior IM or POH](#) (Information Manual or Pilot Operating Handbook)

Recommended Materials:

- Flight planning log sheets
- Flight plan filing sheets
- Weight and balance sheets

- A/FD (Airport Facility Directory)

(14) Course Content:

Assessments

HW Assignments, 10 pts each, [approx. 100 points]

Homework assignments are given throughout the semester. All are designed to help you learn the subject matter. Only a select few will be graded; however, you don't know which ones, so you are highly advised to do them all. Some of the homework involves taking an Aviation Owners and Pilots Association (AOPA) Air Safety Institute (ASI) online course. You can create a free account for access to these courses here:

<https://www.aopa.org/training-and-safety/online-learning/online-courses>

Quizzes, 10 pts each [approx. 100 points]

Administered at the beginning of class each week. These cover the previous week's lessons, plus information from the appropriate sections of the textbook for the day's lessons. In other words, the reading that you should've done to prepare for class. Most quiz questions will come from the Gleim study material to help you prepare for the exams, including your FAA written exam.

Exam 1 [200 points]

Exam 2 [200 points]

Final Exam [400 points]

Your grade in this class is primarily determined by your performance on three exams. This is deliberately designed to mimic the high stakes evaluation process you will experience throughout your aviation career. Students who take and pass the FAA Private Pilot written exam prior to the end of the semester can substitute their exam score for the final exam score.

Schedule

<u>Topic</u>	<u>Hours</u>
Flight Training process and careers in aviation	1
Airplane components and principles of aerodynamics	2
Airplane wing design and flight controls	1.5
Airplane stability and control	1.5
Powerplant & related aircraft systems and instruments	1.5
Basic flight instruments – standard panel and glass panel	1.5
Aircraft performance, effects of density altitude, and performance computations	1.5
Weight and balance computations; aerodynamic review of stalls and spins	1.5
Airports and preflight actions on how to obtain runway lengths; applicable subjects of the Airman's Information Manual (AIM) and FAA Advisory Circulars (AC)	1.5
Aeronautical charts; airspace	1.5
Radio communication procedures	1.5
Radar and ATC services; Airspace Review	1.5
Exam 1 (and Review)	3

Weather theory and weather patterns	1.5
Weather hazards and wake turbulence	1.5
Weather services; printed weather reports, forecasts, and graphic weather; recognition of weather hazards	1.5
Federal Aviation Regulations for private pilots; NTSB accident reporting requirements Current Event(s):	1.5
Safety of flight; collision avoidance; aerodynamic review of stalls and spins	1.5
Basic navigation skills; fuel requirements	1.5
Cross country flight planning	3
Exam 2 (and Review)	3
Radio and satellite navigation aids	1.5
Human factors and Aeronautical Decision Making (ADM)	1.5
Flight physiology	1.5
Advanced aeronautical decision making (JFK Jr. Risk Management)	1.5
Final Exam Review	3

(15) Grading Scale and Policies:

Grading Scale:

- A= 90-100%
- B= 80-89%
- C=70-79%
- D=60-69%
- F=59% or below

(16) Final Exam Schedule: Monday, December 13, 2021 at 8 AM in PB110.

(17) Additional Course Information:

- Course is intended to meet FAR part 61.105 (a, 1-6). Satisfactory completion of the course may result in an endorsement for the FAA Private Pilot written exam
- Attendance & Student Behavior: Class attendance for all classroom and flight lab activities is expected.
- Any airport activities such as a flight lesson or cross-country flight scheduled by the student are not valid reasons for missing class or exams, or arriving late for class.

(18) Academic Honesty – Southeast Missouri State University expects all students, faculty and staff to operate in an honest and ethical manner. Academic dishonesty is a very serious offense because it undermines the value of your education and the education of others. Students who engage in academic dishonesty face significant penalties. Forms of academic dishonesty include, but are not limited to, plagiarism, cheating, contract cheating, misrepresentation, and other actions you take. Some of these are defined below:

- Plagiarism means passing off someone else’s work as your own, whether it is intentional or unintentional.

- Cheating includes copying from another person or source of information to meet the requirements of a task.
- Contract cheating is paying someone else or a company to do your work.
- Misrepresentation means you are posing as someone else or someone else is posing as you to complete a task.
- Collusion means working with one or more people to cheat. If you help someone cheat or plagiarize you will face the same penalties.

For more information, visit the Responsible Redhawks Code of Conduct

<http://www.semo.edu/responsiblerehawks/code-of-conduct.html> or the Faculty Handbook Section (D) on Academic Honesty <http://www.semo.edu/facultysenate/handbook/5d.html>

- (19) **Accessibility** – Southeast Missouri State University and Disability Services are committed to making every reasonable educational accommodation for students who identify as people with disabilities. Many services and accommodations which aid a student’s educational experience are available for students with various disabilities. Students are responsible for contacting Disability Services to register and access accommodations. Accommodations are implemented on a case by case basis. For more information, visit <http://www.semo.edu/ds/> or contact Disability Services at 573-651-5927.
- (20) **Civility** – Your university experience is purposely designed to introduce you to new ideas, help you think effectively, develop good communication skills, evaluate information successfully, distinguish among values and make sound judgements. Doing this well requires respectful and courteous discussion among and between students and the instructor. Together, we must create a space where we acknowledge and respect others have different experiences, perspectives and points of view. Disagreements are likely. Mutual respect for one another and a willingness to listen are important. Remember, you are responsible for your behavior and actions. There is a no tolerance policy on bullying or harassment of any kind. Additional information on student conduct may be found at: <http://www.semo.edu/pdf/stuconduct-code-conduct.pdf?ver=1.0> and http://www.semo.edu/pdf/Conduct_Faculty_Resource_Guide.pdf
- (21) **Mandatory Reporting** – I will keep information you share with me confidential to the best of my ability, but as a professor I am legally required to share information about sexual misconduct and crimes I learn about to make our campus and community safe for everyone.
- (22) **Student Success** – This course uses SupportNET, Southeast’s student success network, to improve communication between students, faculty and staff on campus. You’ll get emails through SupportNET with information about resources or concerns. Please read these emails—they are sent to help you succeed! You can access SupportNET through your portal, Moodle or directly at supportnet.semo.edu to see any academic alerts, ask for help and to access resources to support your success at Southeast.

*Definition of ‘blended’ to be added.