

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 15:03:36
-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 210- Aviation Instrumentation

Class Syllabus

(1) *Course Number:* AV210

(2) *Course Title:* Aviation Instrumentation

(3) *Catalog Description:* A study and review of the operations, regulations (FARs) and procedures necessary to perform competently as an instrument pilot.

(4) *Prerequisites:* AV110 Private Pilots and FAA private pilot certificate

(5) *Co-requisites:* n/a

(6) *Credit Hours:* 3

(7) *Semester:* Fall 2021

(8) *Class Meeting Time(s), location and format:* MWF 8-8:50 AM, PB201, face-to-face

(9) *Instructor:* John Q. Pilot

(10) *Instructor Contact Information:* jqpilot@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 demonstrate an understanding of the air traffic control systems and procedures for the instrument flight operations.
2. Students will be able to demonstrate an understanding of IFR navigation and approaches by use of navigation systems.
3. Students will learn to procure and use aviation weather reports and forecasts, and the elements of forecasting weather trends based on that information and personal observations of weather conditions.

(13) *Course-specific Required Materials:*

Required Textbook:

The Pilot's Manual Editorial Board. The Pilot's Manual: Instrument Flying: All the aeronautical knowledge required to pass the FAA exams, IFR checkride, and operate as an Instrument-Rated pilot (The Pilot's Manual Series). Aviation Supplies & Academics, Inc.; 7th edition (July 11, 2017)

(14) *Course Content:*

Assessment [1000 total points]

End of Chapter Questions/Assignments	20% of grade [200 points]
Instrument Flying Presentation	30% of grade [300 points]
Final Exam	40% of grade [400 points]
Class Participation	10% of grade [100 points]

- **End of Chapter Questions/Assignments:** End of chapter questions are used to keep the student engaged in the textbook. For a given lesson the professor will assign specific sections of the textbook or other material for reading and study, to include specific questions to be answered at the end of a given chapter. These shall be turned in via email or typed on paper prior to the next class. Random questions will be selected for grading, which is based on thoughtfulness and thoroughness (i.e. apply critical thinking, and answer in your own words.) Other assignments will be administered as appropriate.
- **Instrumentation Flying Presentations:** Students will be “force paired” (which is what happens in the airlines), and each pairing will present a case study involving instrument flying and how the students would react. These presentations are designed to provide lessons learned. Presentation requirements and a grading rubric will be provided later.
- **Final Exam:** The final exam consists of short essay questions/answers covering all the class content, to include the presentations, end of chapter questions, and other assignments. Thus, students are encouraged to take notes during class (including the presentations), and to save copies of all assignments for study (including end of chapter questions.)
- **Class Participation:** The class participation grade is subjective and will be applied based on how much a student actively participates throughout the semester. Learning is more effective through engagement, and this course works best when students actively participate in discussions, ask questions, provide insight, etc. For some students this comes naturally; others must work at it, but all are highly encouraged to take part in the lessons. One opportunity to participate occurs at the beginning of each class when time is allocated to discuss a current event in aviation safety. This will be a student-led discussion designed to keep us all informed.

Schedule:

Week	LESSON and DISCUSSION
1	Attitude Flight <ul style="list-style-type: none"> - Instrument scanning techniques - Instruments
2	Attitude Flight <ul style="list-style-type: none"> - Straight and level flight - Straight climb and descent
3	Attitude Flight <ul style="list-style-type: none"> - Turning - Unusual Attitudes
4	Attitude Flight <ul style="list-style-type: none"> - Normal Instrument flight on a partial panel - Training Maneuvers
5	Navigation Aids <ul style="list-style-type: none"> - Radar - NDB and ADF

6	Navigation Aids <ul style="list-style-type: none"> - VOR - Instrument Landing System (ILS)
7	Navigation Aids <ul style="list-style-type: none"> - Distance Measuring Equipment - Area Navigation - Global Positioning Systems
8	Meteorology <ul style="list-style-type: none"> - Wind, Air masses, and fronts - Visibility
9	Meteorology <ul style="list-style-type: none"> - Clouds - Icing
10	Meteorology <ul style="list-style-type: none"> - Thunderstorms - High-Level Meteorology - Weather Reports and Forecasts
11	IFR Procedures and Operations <ul style="list-style-type: none"> - Regulations important to the instrument pilot - Preparation for flight - Instrument Departures
12	IFR Procedures and Operations <ul style="list-style-type: none"> - En Route - Holding Patterns, Procedure Turns and DME Arcs
13	IFR Procedures and Operations <ul style="list-style-type: none"> - Instrument Approaches - Visual Maneuvering
14	Student Presentations
15	Student Presentations
Finals	Final Exam

(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 8am in PB201.

(17) *Additional Course Information*

This course prepares students for the instrument pilot written examination.

- Attendance & Student Behavior: Class attendance for all classroom and flight lab courses 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.
- Students enrolled in FAA Part 141 Commercial Pilot ground school must make up all absences, excused or not, via a one-on-one ground session with a Certified Flight Instructor (CFI). This will be at the student's expense, and it must be completed before the exam. [Note: this is an FAA requirement]

(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/responsibleredhawks/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.