

**Online AVSC 3304-110**  
**Airport Management**  
Spring 2018  
Texas A&M University - Central Texas



**INSTRUCTOR AND CONTACT INFORMATION**  
**Instructor: C. Daniel Prather, Ph.D., A.A.E., CAM**  
**Office: Virtual**  
**Phone: 951.343.4924**  
**Email: [daniel@dprather.com](mailto:daniel@dprather.com) (also Canvas)**

**Office Hours:**

Instructor office is located in California. Available via phone on Tuesdays and Thursdays 9a-4p PT.

**Mode of instruction and course access:**

This course is a 100% online course and uses the TAMUCT Canvas Learning Management System: [<https://tamuct.instructure.com>]

**Student-instructor interaction:**

Communication may occur via Canvas email, via Instructor personal email, via the discussion board, via assignment feedback, or other means. Often, email communication is sufficient, but please don't hesitate to contact me via phone if you have an urgent issue.

**UNILERT:**

Emergency Warning System for Texas A&M University – Central Texas  
UNILERT is an emergency notification service that gives Texas A&M University-Central Texas the ability to communicate health and safety emergency information quickly via email, text message, and social media. All students are automatically enrolled in UNILERT through their myCT email account.

Connect at [Unilert](https://www.tamuct.edu/departments/security/unilert.php) [<https://www.tamuct.edu/departments/security/unilert.php>] to change where you receive your alerts or to opt out. By staying enrolled in UNILERT, university officials can quickly pass on safety-related information, regardless of your location.

## **COURSE INFORMATION**

**Course Overview and description:** AVSC 3304. Airport Management. 3 Semester Credit Hours.

Examine requirements for developing a public airport to include local and state governmental agencies. Explore Federal aid and regulations, and the management required for the overall airport operations. Analyze tenant operators, leases, property development for non-aviation use, user taxation for airport operations, planning and policies, organization and administration, maintenance, safety and airport fuels and regulations. Prerequisite(s): Acceptance into Aviation Management or Professional Pilot program.

**Course Objective:** Students should better understand all facets of airport management and develop applied knowledge that may be utilized to address various scenarios.

### **Student Learning Outcomes:**

- Communicate history of airports
- Define and describe the integration of airports, air space, and air traffic control in the contest of an airport
- Describe air side and land side operations
- Identify FAA regulations pertaining to airports
- Describe financial considerations related to aviation

### **Required Reading and Textbook(s):**

Prather, C. D. (2015). Airport Management. ISBN: 978-1-61954-209-9

## **COURSE REQUIREMENTS**

Student Video Bio (100 points):	5%
Weekly Discussions (100 points each):	15%
Weekly Scenarios (100 points each):	15%
Mid Term Exam (100 points):	20%
Final Exam (100 points):	20%
AC Presentation (100 points):	15%
ATSI/ANTN (100 points):	<u>10%</u>
Total	100%

### **Grading Criteria Rubric and Conversion**

#### Student Video Bio

Students will record a ~1-2 minute video bio introducing themselves to the class. Tell us about your background, your interests, hobbies, and what brought you to this course. Using your webcam and computer microphone is sufficient for this assignment.

#### Weekly Discussions

Students will participate in a weekly discussion and post your initial response of at least 200 words and then respond to at least two of your classmates, for a total of three posts. Three substantive posts

are worth 100%, two substantive posts are worth 66%, one substantive post is worth 33%, and zero substantive posts is worth 100%.

### Weekly Scenarios

Each week, students will be required to address various scenarios related to that week's content. Please answer in paragraph form, rather than listing. Please use APA formatting.

### Mid Term Exam

Students will complete a Mid Term exam on chapters 1-7 of the text.

### Final Exam

Students will compete a Final exam on chapters 8-15 of the text.

### AC Presentation

Students will be assigned a Part 150 series Advisory Circular and prepare a PowerPoint summarizing this AC to the class. 20-30 slides are typically sufficient. Your goal is to inform your classmates about your assigned AC so that we may better understand it without actually reading it.

### ATSI/ANTN

Each student is required to join the **Airport Training & Safety Institute (ATSI)** to gain access to the Airport News and Training Network (ANTN), made available from AAAE free of charge, at <http://www.antndigicast.com/>. Once registered (Airport Code: CB1; Airport Department: Parking), you are automatically a member of the ATSI. As ATSI Administrator, I will be capable of checking the status of each individual's training. Thus, you need not turn in any evidence of having completed this minimum required training. Viewing credits can be earned in any of the ANTN categories available. During the semester, each student will be required to:

1. Earn a minimum 15 viewing credits (this does not equate to 15 hours of videos as some videos may be only 10 minutes long)
2. Earn a minimum 10 test credits (note: not all videos have tests available).

### Posting of Grades

- All student grades will be posted on the Canvas Grade book where you can monitor your status.
- Items will be graded as submitted, aligned with due dates, within five days.

## **COURSE OUTLINE AND CALENDAR**

### **Complete Course Calendar**

#### Week 1: Unit 1

- Chapter 1 Lessons
- Chapter 1 Discussion
- Chapter 1 Scenarios

#### Week 2: Unit 2

- Chapter 2 Lessons

Chapter 2 Discussion  
Chapter 2 Scenarios

Week 3: Unit 3

Chapter 3 Lessons  
Chapter 3 Discussion  
Chapter 3 Scenarios

Week 4: Unit 4

Chapter 4 Lessons  
Chapter 4 Discussion  
Chapter 4 Scenarios

Week 5: Unit 5

Chapter 5 Lessons  
Chapter 5 Discussion  
Chapter 5 Scenarios

Week 6: Unit 6

Chapter 6 Lessons  
Chapter 6 Discussion  
Chapter 6 Scenarios

Week 7: Unit 7

Chapter 7 Lessons  
Chapter 7 Discussion  
Chapter 7 Scenarios  
Mid Term Exam

Week 8: Unit 8

Chapter 8 Lessons  
Chapter 8 Discussion  
Chapter 8 Scenarios

Week 9: Spring Break

Week 10: Unit 9

Chapter 9 Lessons  
Chapter 9 Discussion  
Chapter 9 Scenarios

Week 11: Unit 10

Chapter 10 Lessons  
Chapter 10 Discussion  
Chapter 10 Scenarios

Week 12: Unit 11

Chapter 11 Lessons

Chapter 11 Discussion  
Chapter 11 Scenarios

Week 13: Unit 12

Chapter 12 Lessons  
Chapter 12 Discussion  
Chapter 12 Scenarios

Week 14: Unit 13

Chapter 13 Lessons  
Chapter 13 Discussion  
Chapter 13 Scenarios

Week 15: Unit 14

Chapter 14 Lessons  
Chapter 14 Discussion  
Chapter 14 Scenarios

Week 16: Unit 15

Chapter 15 Lessons  
Chapter 15 Discussion  
Chapter 15 Scenarios

### **INSTRUCTOR POLICIES**

All assignment should be completed as assign, with close adherence to due dates. Assignments not meeting minimum requirements will be penalized accordingly. Assignments will be penalized 10% for each day submitted past the due date, with the instructor reserving the right not to accept an assignment submitted more than three days late.

### **Copyright Notice.**

Students should assume that all course material is copyrighted by the respective author(s). Reproduction of course material is prohibited without consent by the author and/or course instructor. Violation of copyright is against the law and Texas A&M University-Central Texas' Code of Academic Honesty. All alleged violations will be reported to the Office of Student Conduct.

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### **TECHNOLOGY REQUIREMENTS AND SUPPORT**

#### **Technology Requirements.**

This course will use the TAMUCT Instructure Canvas learning management system. Logon to TAMUCT Canvas [<https://tamuct.instructure.com>]

Username: Your MyCT username

(xx123 or everything before the "@" in your MyCT e-mail address)

Password: Your MyCT password

### **Technology Support.**

For technology issues, students should contact Help Desk Central.

24 hours a day, 7 days a week:

Email: [helpdesk@tamu.edu](mailto:helpdesk@tamu.edu)

Phone: (254) 519-5466

[Web Chat](http://hdc.tamu.edu): <http://hdc.tamu.edu>

*When calling for support please let your support technician know you are a TAMUCT student.*

For issues related to course content and requirements, contact your instructor.

## **COURSE AND UNIVERSITY RESOURCES, PROCEDURES, AND POLICIES**

### **Drop Policy.**

If you discover that you need to drop this class, you must complete a Drop Request Form, found through the [Registrar's web page](#):

<https://www.tamuct.edu/departments/business-office/droppolicy.php>

Professors cannot drop students; this is always the responsibility of the student. The Registrar's Office will provide a deadline on the University Calendar for which the form must be completed, signed and returned. Once you return the signed form to the Registrar's Office, you must go into Warrior Web and confirm that you are no longer enrolled. If you still show as enrolled, FOLLOW-UP with the Registrar's Office immediately. You are to attend class until the procedure is complete to avoid penalty for absence. Should you miss the drop deadline or fail to follow the procedure, you will receive an F in the course, which may affect your financial aid and/or VA educational benefits.

### **Academic Integrity.**

Texas A&M University -Central Texas values the integrity of the academic enterprise and strives for the highest standards of academic conduct. A&M-Central Texas expects its students, faculty, and staff to support the adherence to high standards of personal and scholarly conduct to preserve the honor and integrity of the creative community. Academic integrity is defined as a commitment to honesty, trust, fairness, respect, and responsibility. Any deviation by students from this expectation may result in a failing grade for the assignment and potentially a failing grade for the course. Academic misconduct is any act that improperly affects a true and honest evaluation of a student's academic performance and includes, but is not limited to, cheating on an examination or other academic work, plagiarism and improper citation of sources, using another student's work, collusion, and the abuse of resource materials. All academic misconduct concerns will be reported to the university's Office of Student Conduct. Ignorance of the university's standards and expectations is never an excuse to act with a lack of integrity. When in doubt on collaboration, citation, or any issue, please contact your instructor before taking a course of action.

### **Academic Accommodations.**

At Texas A&M-Central Texas, we value an inclusive learning environment where every student has an equal chance to succeed and has the right to a barrier free education. The Department of Access and Inclusion is responsible for ensuring that students with a disability receive equal access to the University's programs, services and activities. If you believe you have a disability

requiring reasonable accommodations please contact the Department of Access and Inclusion at (254) 501-5831. Any information you provide is private and confidential and will be treated as such.

For more information please visit our [Access & Inclusion webpage](http://www.tamuct.edu/departments/access-inclusion):  
<http://www.tamuct.edu/departments/access-inclusion>.

TAMUCT supports students who are pregnant and/or parenting. In accordance with requirements of Title IX and guidance from US Department of Education's Office of Civil Rights, the Dean of Student Affairs' Office can assist students who are pregnant and/or parenting in seeking accommodations related to pregnancy and/or parenting. For more information, please visit <https://www.tamuct.departments/index.php>. Students may also contact the institution's Title IX Coordinator. If you would like to read more about these [requirements and guidelines](http://www2.ed.gov/about/offices/list/ocr/docs/pregnancy.pdf), please visit: <http://www2.ed.gov/about/offices/list/ocr/docs/pregnancy.pdf>

### **Tutoring.**

Tutoring is available to all TAMUCT students, both on-campus and online. On-campus subjects tutored include Accounting, Advanced Math, Biology, Finance, Statistics, Mathematics, and Study Skills. Tutors are available at the Tutoring Center in Warrior Hall, Suite 111. If you have a question regarding tutor schedules, need to schedule a tutoring session, are interested in becoming a tutor, or any other question, contact Academic Support Programs at 254-519-5796, or by emailing Kim Wood at [k.wood@tamuct.edu](mailto:k.wood@tamuct.edu).

Chat live with a tutor 24/7 for almost any subject on your computer! Tutor.com is an online tutoring platform that enables TAMUCT students to log-in and receive FREE online tutoring and writing support. This tool provides tutoring in over forty subject areas. Access Tutor.com through Canvas.

### **The University Writing Center.**

Located in 416 Warrior Hall, the University Writing Center (UWC) at Texas A&M University – Central Texas is a free workspace open to all TAMUCT students from 10am-4pm Monday-Thursday during the Summer semester (June 5, 2017 to July 27, 2017). Students may arrange a one-on-one session with a trained and experienced writing tutor by visiting the UWC during normal operating hours (both half-hour and hour sessions are available). Tutors are prepared to help writers of all levels and abilities at any stage of the writing process.

While tutors will not write, edit, or grade papers, they will assist students in developing more effective composing practices. By providing a practice audience for students' ideas and writing, our tutors highlight the ways in which they read and interpret students' texts, offering guidance and support throughout the various stages of the writing process. In addition, students may work independently in the UWC by checking out a laptop that runs the Microsoft Office suite and connects to WIFI, or by consulting our resources on writing, including all of the relevant style guides. Whether you need help brainstorming ideas, organizing an essay, proofreading, understanding proper citation practices, or just want a quiet place to work, the University Writing Center is here to help!

If you have any questions about the University Writing Center, please do not hesitate to contact Dr. Bruce Bowles Jr. at [bruce.bowles@tamuct.edu](mailto:bruce.bowles@tamuct.edu).

### **University Library.**

The University Library provides many services in support of research across campus and at a distance. We offer over 200 electronic databases containing approximately 250,000 eBooks and 82,000 journals, in addition to the 72,000 items in our print collection, which can be mailed to students who live more than 50 miles from campus. Research guides for each subject taught at TAMUCT are available through our website to help students navigate these resources. On-campus, the library offers technology including cameras, laptops, microphones, webcams, and digital sound recorders.

Research assistance from a librarian is also available twenty-four hours a day through our online chat service, and at the reference desk when the library is open. Research sessions can be scheduled for more comprehensive assistance, and may take place on Skype or in-person at the library. Assistance may cover many topics, including how to find articles in peer-reviewed journals, how to cite resources, and how to piece together research for written assignments.

Our 27,000-square-foot facility on the TAMUCT main campus includes student lounges, private study rooms, group work spaces, computer labs, family areas suitable for all ages, and many other features. Services such as interlibrary loan, TexShare, binding, and laminating are available. The library frequently offers workshops, tours, readings, and other events. For more information, please visit our [homepage](https://tamuct.libguides.com/): <https://tamuct.libguides.com/>