

Texas A&M University - Central Texas
AVSC 4333 General Aviation and Corporate Business Aviation

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Office Hours: I maintain virtual hours 24 hours a day. I am readily accessible through Canvas message, which I check daily during the week and once a day on weekends. I will get back to you within 24-36 hours during the week and within 36 hours on the weekend. Be sure to allow plenty of lead time prior to a due date if you are asking about an assignment.

Mode of instruction and course access: This course uses the A&M-Central Texas Canvas Learning Management System [<https://tamuct.instructure.com>].

Student-instructor interaction: All contact and assignment submissions will be made via Canvas. I check my mail numerous times during the day, 7 days a week. Weekend response may take longer, so allow extra time for me to reply to your emails.

911 Cellular:

Emergency Warning System for Texas A&M University-Central Texas
911Cellular 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 911Cellular through their myCT email account.

Connect at 911Cellular [<https://portal.publicsafetycloud.net/Texas-AM-Central/alert-management>] to change where you receive your alerts or to opt out. By staying enrolled in 911Cellular, university officials can quickly pass on safety-related information, regardless of your location.

COURSE INFORMATION

Course Overview and description:

Students will study the business skills and knowledge needed to operate a small aviation business. They will also gain an understanding of the operational managerial aspects of general aviation and corporate business aviation.

Course Objective:

Student Learning Outcomes

Upon completion of this course, the student will be able to:

- Compare and contrast the business environments of General Aviation (Civil Aviation) and Corporate Business Aviation

- Select a contemporary aviation issue, and develop a strategy to improve performance measured in ROI.
- Discuss the impact of national or international aviation law and regulations on General Aviation and Corporate Business Aviation.
- Discuss the impact of meteorology and environmental issues on general aviation or corporate business aviation operations.

Competency Goals Statement:

The course will be considered successfully completed when the student has demonstrated through posted written assignments and exams that they have developed an increased knowledge of the major background in General Aviation and Corporate Business Aviation.

Required Reading and Textbook(s):

1. Business and Corporate Aviation Management, ISBN ISBN-13 978-0071801904.
2. General Aviation Marketing and Management 3rd ed., ISBN-13 978-1575243016.

COURSE REQUIREMENTS

Research Paper: You will select from a soon to be provided list of topics in aviation history. The paper will use APA formatting. You will have several APA examples provided. This is **NOT** a Writing Intensive course. Use the writing style you have become familiar with in higher education report submissions.

Discussion Posts: Posts will be graded for writing ability and original content. Required responses will use a minimum of two hundred words in your well composed paragraph response.

Tests: There will be four tests equally spaced through the course. Each test covers only the assigned textbook material during the previous weeks. **THERE IS NO FINAL COMPREHENSIVE EXAM.**

Online Video Meetings: We will attempt to conduct several online LIVE video conferences between the instructor and any students that wish to discuss each week's activities. This is voluntary and not required, but many students will find this helpful. Dates and times will be announced in the near future.

Field Trip: I am arranging a field trip to our local FBO airport here in Killeen – this is not a required event in the course but it will be a fun and interesting behind the scenes visit as to what goes on with airlines at municipal airports. I will announce a future date and time for this event. I realize many of you live well beyond normal driving distance to Killeen and I don't expect everyone to be able to attend.

Point based grade components:

| | |
|-------------------------|-------------|
| Three Quizzes | 30% |
| Research Paper | 30% |
| Weekly Discussion Posts | 40% |
| Total | 100% |

Missed Submissions: Dates are assigned for all material throughout the course. Postings, tests and the report are due by midnight on the posted dates. Late submissions will have 5 points deducted per day late. There are no late submissions accepted for tests.

Posting of Grades:

- All student grades will be posted using the Canvas Grade book and students can monitor their grade status through this tool.
- I will return projects as soon as possible.

COURSE OUTLINE AND CALENDAR

Complete 10 Week Summer Semester Course Calendar:

Week 1 June 04 – 10

PART 1: GENERAL AVIATION MARKETING AND MANAGEMENT

- Assigned Text Book Reading - Chapter 1; General Aviation: A Historical Perspective, 23 Pages
- Read Lesson 1
- Research Paper Introduction and Explanation
- Discussion Post (Introduction)

Week 2 June 11 - 17

- Assigned Text Book Reading – Chapter 3; The Fixed Base Operator, 11 Pages
- Discussion Post
- Review for Test 1

Week 3 June 18 - 24

- Assigned Text Book Reading – Chapter 4; Line Service, 13 Pages
- Read Lesson 3
- Discussion Post
- Test 1

Week 4 June 25 – July 01

- Assigned Text Book Reading – Chapter 5; FBO Services & Chapter 6; Customer Service, 20 Pages
- Read Lesson 4
- Discussion Post
- Submit Research Paper Topic (**Only the topic**, for instructor approval)
- Review for Test 2

Week 5 July 02 - 08

- Assigned Text Book Reading – Review Chapters 5 & 6
- Read Lesson 5
- Discussion Post
- Test 2

Week 6 July 09 – July 15**PART II: BUSINESS AND CORPORATE AVIATION MANAGEMENT**

- Assigned Text Book Reading – Chapter 1; Setting the Scene, 37 Pages
- Read Lesson 6
- Discussion Post

Week 7 July 16 – July 22

- Assigned Text Book Reading – Chapter 3; Getting Started, 52 Pages
- Read Lesson 7
- Discussion Post
- Review for Test 3

Week 8 July 23 - 29

- Assigned Text Book Reading – Chapter 4; Running the Business, 59 Pages
- Read Lesson 8
- Discussion Post
- Test 3

Week 9 July 30 – August 05

- Assigned Text Book Reading – Chapter 5; Flight Department Management, 33 Pages
- Read Lesson 9
- Discussion Post
- Written Report Due by August 05 at 11:59 PM
- Review for Test 4

Week 10 August 06 - 10

- Assigned Text Book Reading – Review Chapters 4 & 5
- Discussion Post
- Test 4

Technology Requirements

This course will use the A&M-Central Texas Instructure Canvas learning management system. Logon to A&M-Central Texas Canvas [<https://tamuct.instructure.com>].
Username: Your MyCT username (xx123 or everything before the "@" in your MyCT e-mail address)
Password: Your MyCT password

Canvas Support

Use the Canvas Help link, located at the bottom of the left-hand menu, for issues with Canvas. You can select "Chat with Canvas Support," submit a support request through "Report a Problem," or call the Canvas support line: 1-844-757-0953.

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

Other Technology Support

For log-in problems, students should contact Help Desk Central.

24 hours a day, 7 days a week:

Email: helpdesk@tamu.edu

Phone: (254) 519-5466

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

Please let the support technician know you are an A&M-Central Texas student.

UNIVERSITY RESOURCES, PROCEDURES, AND GUIDELINES

Drop Policy.

If you discover that you need to drop this class, you must complete a [Drop Request Form](https://www.tamuct.edu/registrar/docs/Drop_Request_Form.pdf) [https://www.tamuct.edu/registrar/docs/Drop_Request_Form.pdf].

Professors cannot drop students; this is always the responsibility of the student. The Registrar's Office will provide a deadline on the Academic 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 University-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](https://www.tamuct.edu/student-affairs/access-inclusion.html) web page [https://www.tamuct.edu/student-affairs/access-inclusion.html].

Texas A&M University-Central Texas supports students who are pregnant and/or parenting. In accordance with requirements of Title IX and related 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. Students should seek out assistance as early in the pregnancy as possible. For more information, please visit the [Student Affairs](https://www.tamuct.edu/student-affairs/index.html) web page [https://www.tamuct.edu/student-affairs/index.html]. 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) online, please visit the website [http://www2.ed.gov/about/offices/list/ocr/docs/pregnancy.pdf].

Title IX of the Education Amendments Act of 1972 prohibits discrimination on the basis of sex and gender—including pregnancy, parenting, and all related conditions. A&M-Central Texas is able to provide flexible and individualized reasonable accommodation to pregnant and parenting students. All pregnant and parenting students should contact the Division of Student Affairs at (254) 501-5909 to seek out assistance. Students may also contact the University's Title IX Coordinator.

Tutoring.

Tutoring is available to all A&M-Central Texas students, both on-campus and online. Subjects tutored on campus 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 have any other question, contact Academic Support Programs at (254) 519-5796, or by emailing Dr. DeEadra Albert-Green at deeadra.albertgreen@tamuct.edu.

Chat live with a tutor 24/7 for almost any subject from on your computer! Tutor.com is an online tutoring platform that enables A&M-Central Texas students to log in and receive FREE online tutoring and writing support. This tool provides tutoring in over 40 subject areas. Access Tutor.com through Canvas.

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 with online hours available Monday-Thursday from 6:00-9:00pm. 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) or by making an appointment via [WOnline](https://tamuct.mywconline.com/) at [https://tamuct.mywconline.com/]. In addition, you can email Dr. Bruce Bowles Jr. at bruce.bowles@tamuct.edu to schedule an online tutoring session. 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.

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 85,000 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 A&M-Central Texas 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 24 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 A&M-Central Texas 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 [Library website](http://tamuct.libguides.com/index) [http://tamuct.libguides.com/index].

OPTIONAL POLICY STATEMENTS:

A Note about Sexual Violence at A&M-Central Texas

Sexual violence is a serious safety, social justice, and public health issue. The university offers support for anyone struggling with these issues. University faculty are mandated reporters, so if someone discloses that they were sexually assaulted (or a victim of Domestic/Dating Violence or Stalking) while a student at TAMUCT, faculty members are required to inform the Title IX Office. If you want to discuss any of these issues confidentially, you can do so through Student Counseling (254-501-5955) located on the second floor of Warrior Hall (207L).

Sexual violence can occur on our campus because predators often feel emboldened, and victims often feel silenced or shamed. It is incumbent on ALL of us to find ways to actively create environments that tell predators we don't agree with their behaviors and tell survivors we will support them. Your actions matter. Don't be a bystander; be an agent of change. For additional information on campus policy and resources visit the [Title IX webpage](https://www.tamuct.edu/departments/compliance/titleix.php) [https://www.tamuct.edu/departments/compliance/titleix.php].