

**Texas A&M University - Central Texas**  
**AVSC 3303 Air Traffic Control**  
**INSTRUCTOR AND CONTACT INFORMATION**

**Instructor:** James Fullingim, Ed.D.  
**Office:** FH 323K  
**Phone:** 254.519.5469  
**Email:** fullingim@tamuct.edu

**Office Hours: Spring 2019:**  
**Monday 2:00 – 5:00;**  
**Wednesday 2:00 – 5:00 Room 323K, Founders Hall**

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>]. It is 100% online.

**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) [<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:**

This course provides the framework for developing a greater understanding of how Air Traffic Control is accomplished in terminal, enroute, and other operating facilities of the ATC system. It provides for instruction, standards, and gives operational guidance for the efficient use of the United States ATC system.

**Course Objective:**

**Student Learning Outcomes**

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

- Describe the ATC functions and procedures. List and define ATC phraseology
- Discuss the priorities, functions, and services of ATC enroute facilities.
- Evaluate the importance of FAA provisions for ATC services for separating IFR and VFR aircraft operating within controlled airspace.
- Describe the differences between radar and non-radar environments and discuss the differences between the two types of environments.
- Displays professional commitment to ethical practices specific to aviation

### **Competency Goals Statements (certification or standards)**

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 Airline Management.

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

Fundamentals of Air Traffic Control, 5th ed., Author: Michael S. Nolan ISBN 978-1-138-23753-7  
A Career in Air Traffic Control, 2<sup>nd</sup> Edition Author: Michael S. Nolan ISBN 978-0-9962452-6-5

## **COURSE REQUIREMENTS**

### **Course Requirements:**

**Research Paper:** You will select from a soon to be provided list of topics in air traffic control. The paper will use APA formatting. You will have an APA styled template provided. There will be specific assignments within each group to help guide your group work and share the load.

**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.

**Field Trip:** I am arranging a field trip to our Air Traffic Control Facility at Gray Army Field here in Killeen – this is not a required event in the course but it will be a fun and interesting behind the scenes visit with military Air Traffic Controllers at joint use 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%
<b>Total</b>	<b>100%</b>

**Tests and Weekly Discussion Post Procedures:** Dates for **tests** to be taken are posted for each quiz in the Canvas course modules for that week. These are open for 6 days. **Weekly discussions** are open for 7 days. There are no retakes for missed tests and discussion posts. **A grade of ZERO will be entered for these missed course requirements.**

**Posting of Grades:**

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

**COURSE OUTLINE AND CALENDAR**

**Complete Course Calendar**

**Week 1 January 14-20**

- Assigned Text Book Reading - Chapter 1 History of Air Traffic Control
- Read Lesson 1
- Research Paper Introduction
- Discussion Post (Introduction, Biographical Post)

**Week 2 January 21-27**

- Assigned Text Book Reading – Chapter 2; Navigation Systems Part 1
- Read Lesson 1 continued
- Discussion Post

**Week 3 January 28–Feb 3**

- Assigned Text Book Reading – Chapter 2; Navigation Systems Part 2
- Read Lesson 2
- Discussion Post

**Week 4 Feb 4-10**

- Assigned Text Book Reading – Chapter 3; Air Traffic Control System Structure
- Read Lesson 3
- Discussion Post

**Week 5 Feb 11-17**

- Assigned Text Book Reading – Chapter 4 ; Air Traffic Control Communications: Procedures and Phraseology
- Read Lesson 3
- Discussion Post
- Review for test #1

**Week 6 Feb 18-24**

- Assigned Text Book Reading – Chapter 5; Air Traffic Control Procedures and Organization
- Test #1

- Discussion Post

**Week 7 Feb 25-March 3**

- Continue Assigned Text Book Reading – Chapter 6; Control Tower Procedures
- Read Lesson 4 continued
- Discussion Post

**Week 8 March 04-10**

- Assigned Text Book Reading – Chapter 7; Nonradar En Route Separation
- Read Lesson 5
- Research Topic Due, only topic
- Discussion Post

**Spring Break March 11-17****Week 9 March 18-24**

- Assigned Text Book Reading - Chapter 8; Theory and Fundamentals of Radar Operation, Part 1
- Read Lesson 6
- Discussion Post

**Week 10 March 25-31**

- Assigned Text Book Reading – Chapters 8; Theory and Fundamentals of Radar Operation, Part 2
- Read Lesson 6 continued
- Review for Test #2
- Discussion

**Week 11 April 1- 7**

- Assigned Text Book Reading – Chapter 9; Radar Separation
- Read Lesson 7
- Discussion
- Test #2

**Week 12 April 8-14**

- Assigned Text Book Reading – Chapter 10; Operation in the National Airspace System
- Read Lesson 8
- Discussion Post

**Week 13 April 15-21**

- Assigned Text Book Reading – Chapter 11; Oceanic and International Air Traffic Control
- Read Lesson 8 continued
- Discussion Post

**Week 14 April 22-28**

- Assigned Text Book Reading – Chapter 12; The Future of the National Airspace System
- Read Lesson 9
- Discussion Post

**Week 15 April 29-May 5**

- Assigned Text Book Reading – Chapter 13; The Federal Aviation Administration
- Read Lesson 10
- Discussion Post
- Research Paper Submission
- Review for Test #3

**Week 16 May 06-10**

- Wrap up course
- Test 3

**INSTRUCTOR POLICIES****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.

Copyright. (YEAR) by (FACULTY NAME) at Texas A&M University-Central Texas, (FACULTY COLLEGE); 1001 Leadership Place, Killeen, TX 76549; 254-(FACULTY COLLEGE PHONE); Fax 254-(FACULTY COLLEGE FAX); (FACULTY EMAIL)

**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](mailto: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.

**COURSE AND UNIVERSITY PROCEDURES AND POLICIES**

**Drop Policy.** If you discover that you need to drop this class, you must go to the Registrar's Office and complete a Drop Request Form. 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 returned, completed and signed. Once you return the signed form to the Registrar's Office and wait 24 hours, 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 deadline or fail to follow the procedure, you will receive an F in the course, which may affect your financial aid.

### **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.

For more [information regarding the Student Conduct process](#),  
[<https://tamuct.campuslabs.com/engage/organization/tamuct-student-conduct-panel>].  
If you know of potential honor violations by other students, you may [submit a report](#),  
[[https://cm.maxient.com/reportingform.php?TAMUCentralTexas&layout\\_id=0](https://cm.maxient.com/reportingform.php?TAMUCentralTexas&layout_id=0)].

### **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 Office 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 Office of Access and Inclusion at (254) 519-5797. Any information you provide is private and confidential and will be treated as such.

For more information please visit our [Access & Inclusion](#) web page  
[<https://www.tamuct.edu/student-affairs/access-inclusion.html>].

**Important information for Pregnant and/or Parenting Students.**

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 online](http://www2.ed.gov/about/offices/list/ocr/docs/pregnancy.pdf), 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 Associate Dean in 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](mailto: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 Warrior Hall 416, the University Writing Center (UWC) at Texas A&M University—Central Texas (TAMUCT) is a free workspace open to all TAMUCT students from 10:00 a.m.-5:00 p.m. Monday thru Thursday with satellite hours in the University Library Monday thru Thursday from 6:00-9:00 p.m. This semester, the UWC is also offering online only hours from 12:00-3:00 p.m. on Saturdays.

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 UWC is here to help!

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](#). In addition, you can email Dr. Bruce Bowles Jr. at [bruce.bowles@tamuct.edu](mailto:bruce.bowles@tamuct.edu) if you have any questions about the UWC and/or need any assistance with scheduling.

### **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>].

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### **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].