

## **AVSC 4321, CERTIFICATION OF AIRPORTS**

### **Fall 2023**

Texas A&M University-Central Texas

### **COURSE DATES, MODALITY, AND LOCATION**

August 28, 2023 to December 15, 2023

This is a 100% online course, and uses the A&M-Central Texas Canvas Learning Management System [<https://tamuct.instructure.com/>].

### **INSTRUCTOR AND CONTACT INFORMATION**

**Instructor:** C. Daniel Prather, Ph.D., D.B.A., A.A.E., CAM

**Office:** Remote

**Email:** [dprather@tamuct.edu](mailto:dprather@tamuct.edu)

#### **Office Hours**

As arranged. Available via WebEx.

#### **Student-instructor interaction**

I will regularly be checking in on the course and grading student submissions. If you have a question or would like to schedule a WebEx meeting, please email me. I will respond to emails within 48 hours. I will regularly post announcements to communicate with everyone.

### **WARRIOR SHIELD**

#### **Emergency Warning System for Texas A&M University-Central Texas**

Warrior Shield 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 Warrior Shield through their myCT email account.

Connect to Warrior Shield by [911Cellular](https://www.tamuct.edu/police/911cellular.html) [<https://www.tamuct.edu/police/911cellular.html>] to change where you receive your alerts or to opt out. By staying enrolled in Warrior Shield, university officials can quickly pass on safety-related information, regardless of your location.

#### **Fall 2021 Return to Campus Plan.**

For the most recent campus information regarding COVID-19 see the Texas A&M University-Central Texas Fall 2021 Return to Campus Plan [<https://www.tamuct.edu/covid19/>]

### **COURSE INFORMATION**

Course Overview and description:

### **AVSC 4321. Certification of Airports. 3 Semester Credit Hours.**

Discuss the requirements and procedures in seeking government approvals for airport certification as it applies to general aviation and air carrier operations. Students are advised to take a writing intensive course prior to enrolling. Prerequisite(s): AVSC 3321 and acceptance into Aviation Management program.

#### **Student Learning Outcomes (SLO):**

- A. Implement in writing a personal lifelong learning plan and preparation for compliance with FAA certification of airports with air carrier operations and for certification of the safe, efficient use and preservation of the navigable airspace.
- B. List FAA requirements for airport certification and operation of airport air carrier operations.
- C. Recognize the need to make professional and ethical decisions in complying with FAA airport and airspace certifications.
- D. Describe the procedures for being in compliance with the safety procedures found in the certification manual.
- E. Evaluate aviation safety and the impact of human factors on safety.

#### **Program learning outcomes**

- Comprehend technical aspects of advanced aircraft systems.
- Explain the laws, regulations, and legal issues affecting the aviation industry.
- Identify the issues affecting aviation safety and safety management.
- Communicate proficiency in writing and oral presentations.
- Evaluate the implications of an ethical dilemma from a variety of ethical frameworks.
- Demonstrate management knowledge proficiency.

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

14 CFR Part 139, available online through [www.faa.gov](http://www.faa.gov)

#### **COURSE REQUIREMENTS**

Course Requirements:

- **Lesson (SLOs A, B, C, D, E).** Each module will contain a lesson with content through various media to enable you to learn the required content. This is similar to you showing up for class. This is not graded.
- **Discussion (SLOs A, B, C, D, E).** Each module will contain a discussion board. Each student will be required to make at least three substantive comments each week. This includes your initial post (which must be at least 200 words) and responses to at least

two other classmates. No response is worth zero%, one substantive response of at least 200 words is worth 33%, two substantive responses (including your initial post of at least 200 words) are worth 66%, three substantive responses (including your initial post of at least 200 words) are worth 100%. 100 points each.

- **Essay (SLOs, A, B, C, D, E).** Each module will contain an essay assignment. These essays must be submitted in Word or PDF and be written in APA format, double-space with page numbers and appropriate section headings. 100 points each.
- **Quiz (SLOs, A, B, C, D, E).** Each module will contain a brief quiz to test your knowledge of that module's content. 5 points each.
- **Final Exam (SLOs, B, D, E).** The course will contain one final exam, which will be comprehensive. This exam is multiple choice and essay. 100 points.
- **ANTN Digicast/ATSI (SLOs A, B, C, D, E).** Students must also participate in the Airports News and Training Network (ANTN) Digicast and Airport Training and Safety Institute (ATSI). Each student is required to join ANTN, made available free of charge (through my account at CBU), at <http://www.antndigicast.com/>. Click "Log In," then "Don't have an account? Click Here." Once registered (**Airport Code: CB1, Home Department: FBO; Company Name: TAMUCT**), you are automatically a member of the ATSI. During the semester, each student will be required to:

1. Earn a minimum 10 viewing credits. (Each video, regardless of duration is worth one viewing credit)
2. Earn a minimum 5 test credits. (Note: Not all videos have tests available).

As ATSI Administrator for this institution, I will be capable of checking the status of each individual's training (and won't do so until the last day of class). Thus, you need not turn in any evidence of having completed this minimum required training. Viewing credits can be earned in any of the ANTAN categories available. Please keep in mind that when viewing "My History," the total viewing credits and total test credits are not entirely accurate because it will show duplicate videos in more than one category. Be aware of this and do not expect to earn multiple credits for the same video being watched in more than one category.

### Grading

Discussions	20%
Essay	20%
Quiz	20%
ANTN	10%
<u>Final Exam</u>	<u>30%</u>
	100%

### Posting of Grades

Grades will be posted in Canvas within several days of assignments being submitted. If you

have any questions about your grades, please contact me.

## **COURSE OUTLINE AND CALENDAR**

### **Complete Course Calendar**

The course is a 16-week course. Each week will have a corresponding module. Please see Canvas for assignment due dates.

Weeks 1-2	14 CFR Part 139 Subpart A
Weeks 3-4	14 CFR Part 139 Subpart B
Weeks 5-6	14 CFR Part 139 Subpart C
Weeks 7-8	14 CFR Part 139 Subpart D, Part 1
Weeks 9-10	14 CFR Part 139 Subpart D, Part 2
Weeks 11-12	14 CFR Part 139 Subpart D, Part 3
Weeks 13-14	14 CFR Part 139 Subpart D, Part 4
Weeks 15-16	Final Exam

### **Important University Dates**

<https://www.tamuct.edu/registrar/academic-calendar.html>

## **TECHNOLOGY REQUIREMENTS AND SUPPORT**

### **Technology Requirements**

This course will use the A&M-Central Texas Instructure Canvas learning management system. **We strongly recommend the latest versions of Chrome or Firefox browsers. Canvas no longer supports any version of Internet Explorer.**

Logon to A&M-Central Texas Canvas [<https://tamuct.instructure.com/>] or access Canvas through the TAMUCT Online link in myCT [<https://tamuct.onecampus.com/>]. You will log in through our Microsoft portal.

Username: Your MyCT email 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.

### **Online Proctored Testing**

A&M-Central Texas uses Proctorio for online identity verification and proctored testing. This service is provided at no direct cost to students. If the course requires identity verification or proctored testing, the technology requirements are: Any computer meeting the minimum computing requirements, plus web camera, speaker, and microphone (or headset). Proctorio also requires the Chrome web browser with their custom plug in.

## 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): [<http://hdc.tamu.edu>]

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

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## UNIVERSITY RESOURCES, PROCEDURES, AND GUIDELINES

### Drop Policy

If you discover that you need to drop this class, you must complete the [Drop Request](#) Dynamic Form through Warrior Web.

[<https://dynamicforms.ngwebsolutions.com/casAuthentication.ashx?InstID=eaed95b9-f2be-45f3-a37d-46928168bc10&targetUrl=https%3A%2F%2Fdynamicforms.ngwebsolutions.com%2Fsubmit%2FForm%2Fstart%2F53b8369e-0502-4f36-be43-f02a4202f612>].

Faculty 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. Once you submit the completed 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. Any deviation by students from this expectation may result in a failing grade for the assignment and potentially a failing grade for the course. All academic misconduct concerns will be referred to the Office of Student Conduct. 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://www.tamuct.edu/student-affairs/student-conduct.html>].

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, WH-212; or call (254) 501-5836. Any information you provide is private and confidential and will be treated as such.

For more information, please visit our [Access & Inclusion](#) Canvas page (log-in required) [<https://tamuct.instructure.com/courses/717>]

### **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 [Student Affairs](#) [<https://www.tamuct.edu/student-affairs/pregnant-and-parenting-students.html>]. Students may also contact the institution's Title IX Coordinator. If you would like to read more about these [requirements and guidelines](#) 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 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, on a remote online basis. Visit the Academic Support Community in Canvas to view schedules and contact information. Subjects tutored on campus include Accounting, Advanced Math, Biology, Finance, Statistics, Mathematics, and Study Skills. Student success coaching is available online upon request.

If you have a question regarding tutor schedules, need to schedule a tutoring session, are interested in becoming a tutor, success coaching, or have any other question, contact Academic Support Programs at (254) 501-5836, visit the Office of Student Success at 212F Warrior Hall, or by emailing [studentsuccess@tamuct.edu](mailto:studentsuccess@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 online tutoring support at no additional cost. This tool provides tutoring in over 40 subject areas except writing support. Access Tutor.com through Canvas.

### **University Writing Center**

University Writing Center: Located in Warrior Hall 416, the University Writing Center (UWC) at Texas A&M University–Central Texas (A&M–Central Texas) is a free service open to all A&M–Central Texas students. For the Fall 2021 semester, the hours of operation are from 10:00 a.m.-5:00 p.m. Monday thru Thursday in Warrior Hall 416 (with online tutoring available every hour as well) with satellite hours available online only Monday thru Thursday from 6:00-9:00 p.m. and Saturday 12:00-3:00 p.m.

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-to-one session with a trained and experienced writing tutor by making an appointment via WOnline at <https://tamuct.mywconline.com/>. 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, need any assistance with scheduling, or would like to schedule a recurring appointment with your favorite tutor by making an appointment via WOnline at <https://tamuct.mywconline.com/>. 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, need any assistance with scheduling, or would like to schedule a recurring appointment with your favorite tutor.

### **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 400,000 eBooks and 82,000 journals, in addition to the 96,000 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 virtually through WebEx, Microsoft Teams 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 Wellness and 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/compliance/titleix.html) [https://www.tamuct.edu/compliance/titleix.html].

### **Behavioral Intervention**

Texas A&M University-Central Texas cares about the safety, health, and well-being of its students, faculty, staff, and community. If you are aware of individuals for whom you have a concern, please make a referral to the Behavioral Intervention Team. Referring your concern shows you care. You can complete the [referral](https://cm.maxient.com/reportingform.php?TAMUCentralTexas&layout_id=2) online [https://cm.maxient.com/reportingform.php?TAMUCentralTexas&layout\_id=2].

Anonymous referrals are accepted. Please see the [Behavioral Intervention Team](https://www.tamuct.edu/bit) website for more information [https://www.tamuct.edu/bit]. If a person's behavior poses an imminent threat to you or another, contact 911 or A&M-Central Texas University Police at 254-501-5800.

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## **OTHER POLICIES**

*If you have concerns about copyright protection of your syllabus or course materials, consider adding the following notice*

### **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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Rubric for written assignments

<b>Area &amp; Possible Points</b>	<b>2 points</b>	<b>3 points</b>	<b>4 points</b>	<b>5 points</b>	<b>Points</b>
<b>APA Title Page</b>	No title page or format fails to meet APA guidelines.	Title page included, but is missing information (i.e., title of paper, student's name, institution, etc.).	Title page included with all required parts, but lacks an aspect of correct APA formatting.	Title page contains all required parts and also complies with correct APA formatting.	<b>(Max 10)</b>
<b>APA Abstract Page</b>	Abstract page fails to meet the requirements of correct APA formatting. Abstract is less than 100 words. Abstract fails to provide a brief, semi-comprehensive summary of the paper.	Abstract page contains all required parts and also complies with correct APA formatting. Abstract contains less than 100 words and is a brief, semi-comprehensive summary of the paper.	Abstract page contains all required parts and also complies with correct APA formatting. Abstract contains 100-150 words and is a brief, semi-comprehensive summary of the paper.	Abstract page contains all required parts and also complies with correct APA formatting. Abstract contains 150-250 words and is a brief, comprehensive summary of the paper.	<b>(Max 10)</b>
<b>APA References Page</b>	Reference page fails to meet the requirements of correct APA formatting.	Reference page lacks more than one part or element of correct APA formatting. This section fails to meet the assigned number of required references.	Reference page lacks a required part or format element of correct APA formatting. Correct number and type of references are present.	Reference page contains all required parts and also complies with correct APA formatting. Correct number and type of references are also present.	<b>(Max 10)</b>
<b>Paper Length</b>	Less than 5 pages. Requirement not met.	10-page minimum met, with the use of tables, charts, graphs, images, etc. 10-page minimum not met when these features were excluded. Paper length was 5-7 pages.	10-page requirement not met. Paper was 8-9 pages, but shy of 10 page minimum. Paper was greater than maximum paper length of assignment.	10-page requirement met with no alterations to margins, font type or size, and excluding tables, charts, graphs, images, etc.	<b>(Max 10)</b>

<b>Area &amp; Possible Points</b>	<b>2 points</b>	<b>3 points</b>	<b>4 points</b>	<b>5 points</b>	<b>Points</b>
<b>Grammar, Punctuation &amp; Spelling</b>	Paper contains numerous grammatical, punctuation, and spelling errors; multiple sentences lack clarity, contain awkward structure, or are run-on sentences. (Greater than 5 spelling errors)	Paper contains few grammatical, punctuation, and spelling errors; sentences lack clarity, contain awkward structure, or are run-on sentences. (5 or less spelling errors)	Paper contains minor grammatical, punctuation, and spelling errors; sentences could be clearer and more precise. (2 or less spelling errors)	Rules of grammar, usage and punctuation are followed; spelling is correct. Language is clear and precise; sentences display consistently strong, varied structure. (Zero spelling errors)	<b>(Max 10)</b>
<b>Organization</b>	Information is not organized into paragraphs. Introductory sentences are not clear. Paragraph lacks details of paragraph topic. The paragraph lacks concluding/transition sentences. The lack of structure detracts from the message of the paragraph.	Information is organized into paragraphs, but the information is not detailed. Each paragraph has an introductory sentence but does not contain enough detail related to the paragraph topic. Paragraph concluding/transition sentences do not flow.	Information is organized into well-structured paragraphs. Each paragraph has an introductory sentence, but lacks an element of flow or structure related to the paragraph topic. The use of concluding or transition sentences is not consistent.	Information is well organized into excellently constructed paragraphs. Each paragraph has an introductory sentence, precise details related to the paragraph topic and a concluding/transition sentence.	<b>(Max 15)</b>
<b>Introduction, Content &amp; Discussion</b>	No background information is presented. The reader is not introduced to the thesis. Major points are addressed but are not clear, well supported or discussed in sufficient detail that the reader understands the intent of the paper.	No background information is presented. The reader is in not clearly introduced to the thesis. Content is adequate and mostly complete but lacks clarity of thought when discussing ideas and relationships.	Some background information is evident. The reader is introduced to the thesis. Major points need to be stated more clearly and be better supported.	Exceptional use of background information. Purpose of the writing is obvious. Ideas and concepts are presented in a clear and understandable manner. The reader is introduced to the thesis.	<b>(Max 20)</b>

<b>Area &amp; Possible Points</b>	<b>2 points</b>	<b>3 points</b>	<b>4 points</b>	<b>5 points</b>	<b>Points</b>
<b>Conclusion Ideas &amp; Content</b>	Information has little to nothing to do with the main topic. Analysis is not well organized, clear or missing all together.	Information vaguely relates to the main topic and lacks details and/or examples. Analysis is lacks clarity and/or is inappropriate.	Information clearly relates to the main topic. It provides some supporting details and/or examples of the main topic. Analysis lacks some clarity. The reader is left with some questions regarding the intent of the paper.	Provides exceptional and thought-provoking analysis that directly addresses details and/or provides examples of the main topic. Clearly focuses the reader's attention on the intent of the paper.	<b>(Max 15)</b>
				<b>TOTAL POINTS</b>	<b>100</b>