

1. Course Information:

1.1 Class Location and Time:

Room: RCH 110

Lectures: Wednesday 10:30-12:20pm

Tutorials:

TUT 101 – Fridays 10:30-11:20am, EV3 4412

TUT 102 – Monday 12:30-1:20pm, EV3 4408

1.2 Contact Information:

Instructor: Dr. Suzanne Kearns

Office: EV1-238

Office Hours: Wednesday 8:30-10:20 (or by appointment)

Phone: x32789

Email: suzanne.kearns@uwaterloo.ca

2. Course Description:

This course incorporates a survey of topic areas that impact the aviation industry in Canada. Key areas include aviation history, civil and military aviation, human factors, airspace and air traffic control systems, airport management, and aviation safety. The nature and impact of each of these topics is explored through a combination of lecture, class discussion and activities, and student presentations.

2 hours lecture and 1 hour tutorial, 0.5 course

3. Textbook & Expenses

3.1 Textbook: There is no **required** text for this course. Readings and workbook exercises will be distributed through Learn, as will the lecture slides used in class.

3.2 No additional expenses are anticipated associated with this course.

4. Objectives and Format

4.1 Learning objectives

Through an interdisciplinary focus, with emphasis on teamwork and professional approaches, successful students will:

- Demonstrate their understanding of key elements critical to the aviation industry in Canada and Internationally. Describe a range of professional and safety issues, give examples of domestic and international regulatory and lab our issues, and examining environmental concerns associated with aviation.

- Collaborate with team members and develop public speaking skills by developing an outreach learning presentation.

4.2 Course format

The course will be organized as a combination of lecture and tutorial session. The lectures will incorporate a presentation made by the instructor along with several guest speakers from industry. The tutorials will incorporate group discussion, activities, and preparation of student presentations.

5. Evaluation

5.1 Tutorial Attendance (10%): A crucial element of this course is the sharing of ideas and opinions. Since each of us brings a unique background of experiences, much can be learned from debate and discussion. Tutorial sessions will give you the opportunity to further explore subject matter that was presented in the lecture within activities. When you attend tutorial sessions, attendance will be taken, and this will be your participation grade which is worth 10% of your overall grade in the course.

5.2 Online Quizzes (10%): To reinforce your learning of classroom concepts, online quizzes will be available each week within Learn. Your grade on these quizzes will account towards 10% of your overall course grade (1% for each of the 10 quizzes).

5.3 Midterm Examination (20%): A midterm examination will be given in class mid-semester (see Lecture Schedule later in this Outline). The midterm exam will cover all information that has been presented in the course up until the midterm date, including readings, lectures, videos, examples, etc. Therefore, it is crucial that you take good notes throughout the term and complete all assigned readings. The exam format may include multiple choice, fill-in-the-blanks, short answer, and/or essay questions. Computer-marked multiple-choice tests and/or exams may be subject to submission for similarity review by software that will check for unusual coincidences in answer patterns that may indicate cheating.

5.4 Aviation Outreach Presentation (20%): As the international aviation industry is experiencing a time of unprecedented growth, the International Civil Aviation Organization (ICAO) has made outreach a global priority. ICAO's group is called the Next Generation of Aviation Professionals (NGAP) and the goal is to educate the general public (from 5-6 year olds up to adults) about opportunities within aviation. You will be participating in this initiative by forming a small group with your classmates and creating an outreach activity that can be distributed electronically. You will be responsible for forming your group, although the instructor will assist if there are any problems. The group element of this assignment is important as it facilitates teamwork, communication, decision-making, and leadership skills – all of which are related to the learning outcomes of this course.

The targeted age/grade levels will be chosen by your group: Kindergarten-Grade 2, Grade 3-Grade 5, Grade 6-8, Highschool, or Post-Secondary. You must specifically define the age level and learning objectives of your outreach activity. Your activity must include 1) a presentation (may be PowerPoint, a video, or another format) of approximately 7-10 minutes, 2) handouts, and 3) a description of an activity that could be conducted with the class. Your grade on this assignment will be based 50/50 on 1) evaluation of the written and electronic materials you have developed and 2) your presentation of those materials within our tutorial sessions in the last two weeks of the semester. Assignment materials should be uploaded to Learn by November 15th, 2017.

This activity is intended to help you develop teamwork, presentation, professional communication, and outreach skills. Additional instruction and guidance will be provided in tutorial sessions. Although preparation for this assignment will be ongoing throughout the semester, the presentations must be completed during tutorial sessions in the last two weeks of the semester. Any conflicts among group members should be brought forward to the instructor. If conflicts result in disproportionate workload among group members, the group will meet with the instructor at the end of term to assess each member's workload and resolve the conflict.

5.5 Final Examination (40%): A comprehensive final examination will be given at the end of the semester. A final exam review will be given prior to the exam. The final exam will cover all information in the course, including presentation, lectures, videos, tutorial activities, etc. Therefore, it is crucial that you take good notes throughout the term and complete all assigned workbook activities. The exam format may include multiple choice, fill-in-the-blanks, short answer, and/or essay questions. Computer-marked multiple-choice tests and/or exams may be subject to submission for similarity review by software that will check for unusual coincidences in answer patterns that may indicate cheating.

Evaluation Item	Percentage of Course Grade
5.1 Tutorial Attendance	10%
5.2 Online Quizzes	10%
5.3 Midterm Examination	20%
5.4 Aviation Outreach Presentation	20%
5.5 Final Examination	40%

Exams are in multiple choice and fill-in-the-blank format. Each exam, in total, will be scheduled for 2 hours and are closed book examinations. Dictionaries are NOT allowed into the examinations.

Students are responsible for material covered in the lectures as well as the content discussed within the tutorial sessions. The midterm exam will be held during class time. The final exam will be scheduled during the exam period at the end of the semester. Exams will not be returned to students but may be reviewed in the instructor's office, by appointment.

Students are *required to complete all components* of this course. Extra assignments to improve grades *will not* be allowed.

Exams will be scored electronically and examined for unusual coincidences in the pattern of answers given which may be indicative and used as supporting evidence of cheating.

All communication with students must be through either the student's University of Waterloo email account or via Learn. If a student emails the instructor or TA from a personal account, they will be requested to resend the email using their personal University of Waterloo email account.

Assignments are due on dates indicated. Last assignments are penalized 10% every 24-hours.

Grades will not be adjusted on the basis of need. It is important to monitor your performance in the course. Remember: *You* are responsible for your grades in this course.

6. Lecture Schedule

Week Lecture

1 September 13, 2017

Tutorials

Note: The first tutorial is held before the first lecture

Course Introduction, Overview of Syllabus, Expectations of Professionalism

Group-formation for outreach assignment

CECA Session on Professionalism in Aviation

2	September 20, 2017 International Air Law	Tutorial Topics for remainder of semester will follow the same content as the previous lecture.
3	September 27, 2017 Aircraft	
4	October 4, 2017 Operations	
5	October 13, 2017* Note that this class is held on a Friday to the holiday. Global Air Navigation	
6	October 18, 2017 Airports	
7	October 25, 2017 <u>– Mid-Term Exam</u> <i>*Mid-term exam held during regularly scheduled class time and class room</i>	
8	November 1, 2017 Security	
9	November 8, 2017 The Environment	
10	November 15, 2017 Accidents	<i>*Outreach assignments due November 15th.</i>
11	November 22, 2017 Safety	
12	November 29, 2017 Remotely Piloted Aircraft Systems (drones)	<i>*Outreach presentations must be made during tutorials within the last two weeks of the semester.</i>

7. University Policies Related to Assignments, Tests, and Final Exams

Intellectual Property:

Students should be aware that this course contains the intellectual property of their instructor, TA, and/or the University of Waterloo. Intellectual property includes items such as:

- Lecture content, spoken and written (and any audio/video recording thereof);
- Lecture handouts, presentations, and other materials prepared for the course (e.g., PowerPoint slides);
- Questions or solution sets from various types of assessments (e.g., assignments, quizzes, tests, final exams); and

-Work protected by copyright (e.g., any work authored by the instructor or TA or used by the instructor or TA with permission of the copyright owner).

Course materials and the intellectual property contained therein, are used to enhance a student's educational experience. However, sharing this intellectual property without the intellectual property owner's permission is a violation of intellectual property rights. For this reason, it is necessary to ask the instructor, TA and/or the University of Waterloo for permission before uploading and sharing the intellectual property of others online (e.g., to an online repository).

Permission from an instructor, TA or the University is also necessary before sharing the intellectual property of others from completed courses with students taking the same/similar courses in subsequent terms/years. In many cases, instructors might be happy to allow distribution of certain materials. However, doing so without expressed permission is considered a violation of intellectual property rights.

Please alert the instructor if you become aware of intellectual property belonging to others (past or present) circulating, either through the student body or online. The intellectual property rights owner deserves to know (and may have already given their consent).

Academic Integrity:

In order to maintain a culture of academic integrity, members of the University of Waterloo community are expected to promote honesty, trust, fairness, respect and responsibility. The University's guiding principles on academic integrity can be found here: <http://uwaterloo.ca/academicintegrity>. ENV students are strongly encouraged to review the material provided by the university's Academic Integrity office specifically for students: <http://uwaterloo.ca/academicintegrity/Students/index.html>

Students are also expected to know what constitutes academic integrity, to avoid committing academic offenses, and to take responsibility for their actions. Students who are unsure whether an action constitutes an offense, or who need help in learning how to avoid offenses (e.g., plagiarism, cheating) or about "rules" for group work/collaboration should seek guidance from the course professor, academic advisor, or the Undergraduate Associate Dean. Students may also complete the following tutorial: <https://uwaterloo.ca/library/get-assignment-and-research-help/academic-integrity/academic-integrity-tutorial>

When misconduct has been found to have occurred, disciplinary penalties will be imposed under Policy 71 – Student Discipline. For information on categories of offenses and types of penalties, students should refer to Policy 71 - Student Discipline: <https://uwaterloo.ca/secretariat-general-counsel/policies-procedures-guidelines/policy-71>. Students who believe that they have been wrongfully or unjustly penalized have the right to grieve; refer to Policy #70, Student Grievance: <https://uwaterloo.ca/secretariat-general-counsel/policies-procedures-guidelines/policy-70>

Note for students with disabilities: AccessAbility Services, located in Needles Hall, Room 1401, collaborates with all academic departments to arrange appropriate accommodations for students with disabilities without compromising the academic integrity of the curriculum. If you require academic accommodations to lessen the impact of your disability, please register with AccessAbility Services at the beginning of each academic term.

Mental Health: The University of Waterloo, the Faculty of Environment and our Departments/Schools consider students' well-being to be extremely important. We recognize that throughout the term students may face health challenges - physical and / or emotional. **Please note that help is available.** Mental health is a serious issue for everyone and can affect your ability to do your best work. Counselling Services <http://www.uwaterloo.ca/counselling-services> is an inclusive, non-judgmental, and confidential space for anyone to seek support. They offer confidential counselling for a variety of areas including anxiety, stress management, depression, grief, substance use, sexuality, relationship issues, and much more.

Religious Observances: Students need to inform the instructor at the beginning of term if special accommodation needs to be made for religious observances that are not otherwise accounted for in the scheduling of classes and assignments.

Grievance: A student who believes that a decision affecting some aspect of his/her university life has been unfair or unreasonable may have grounds for initiating a grievance. See Policy 70 - Student Petitions and Grievances, Section 4, www.adm.uwaterloo.ca/infosec/Policies/policy70.htm. When in doubt please contact your Undergraduate Advisor for details.

Appeals: A decision made or penalty imposed under Policy 70 - Student Petitions and Grievances (other than a petition) or Policy 71 – (Student Discipline) may be appealed if there is a ground. A student who believes he/she has a ground for an appeal should refer to Policy 72 (Student Appeals) www.adm.uwaterloo.ca/infosec/Policies/policy72.htm

Unclaimed assignments:

Unclaimed assignments will be retained for one month after term grades become official in quest. After that time, they will be destroyed in compliance with UW's [confidential shredding procedures](#).

Communications with Instructor and Teaching Assistants:

All communication with students must be through either the student's University of Waterloo email account or via Learn. If a student emails the instructor or TA from a personal account they will be requested to resend the email using their personal University of Waterloo email account.

Turnitin: Text matching software (Turnitin®) may be used to screen assignments in this course. This is being done to verify that use of all materials and sources in assignments is documented. To better understand the meaning of 'similarity' in Turnitin, see https://guides.turnitin.com/01_Manuals_and_Guides/Student/Classic_Student_User_Guide/17_Similarity_Check#Viewing_an_Originality_Report.

Students will be given an option if they do not want to have their assignment screened by Turnitin®. In the first week of the term, details will be provided about arrangements and alternatives for the use of Turnitin® in this course.

Recording lectures:

- o Use of recording devices during lectures is only allowed with explicit permission of the instructor of the course.
- o If allowed, video recordings may only include images of the instructor and not fellow classmates.
- o Posting of videos or links to the video to any website, including but not limited to social media sites such as: facebook, twitter, etc., is strictly prohibited.

Co-op interviews and class attendance: Co-op students are encouraged to try and choose interview time slots that result in the least amount of disruption to class schedules. When this is challenging, or not possible, a student may miss a portion of a class meeting for an interview. Instructors are asked for leniency in these situations; but, a co-op interview does not relieve the student of any requirements associated with that class meeting. When a co-op interview conflicts with an in-class evaluation mechanism (e.g., test, quiz, presentation, critique), class attendance takes precedence and the onus is on the student to reschedule the interview. CECA provides an interview conflict procedure to manage these situations.

Students will be required to provide copies of their interview schedules (they may be printed from WaterlooWorks) should there be a need to verify class absence due to co-op interviews.

Important Dates:

September 7, 2017 Classes begin
 September 27, 2017 Drop, no penalty period ends
 October 9, 2017 Thanksgiving day
 October 10-11, 2017 Study days
 October 12, 2017 Make-up day for October 10
 October 13, 2017 Make-up day for October 11
 October 18, 2017 Final exam schedule released
 December 4, 2017 Lectures or classes end
 December 5-6 Pre-examination study days
 December 7 – 21st, 2017 Final exam period
 December 22, 2017 Unofficial grades begin to appear in Quest

8. Other Information

- Bring student identification to exams.
- Nothing is to be on/at one's desk during an exam except a pencil, an eraser, and the individual's student card
- Do not wear baseball caps to exams
- Do not bring music players, cell phones, beepers, or other electronic devices to exams

9. FREQUENTLY ASKED QUESTIONS

Question	Answer
How can I succeed in this course?	Attend class and tutorials, complete homework, focus on understanding the principles in a way that lets you apply them to new situations.
When will the exam grades be posted?	Grades are posted on Learn when they become available.
Can I come and see my exam?	You can review your exam during office hours or at any other mutually convenient time.
There is so much material. How can I possibly remember everything?	You do not need to remember everything. You need to understand the fundamental principles and how to apply them.
This mark is going to prevent me from getting accepted into graduate school/NASA.	Grades are given based on actual performance, as set out on the course outline. In order to be fair to all the students in the course, grade adjustments, extra assignments, and the reweighting of course components are not available.
I need a certain mark to get or maintain a scholarship.	
I tried really hard but I still got a poor mark.	