



**I. COURSE DESCRIPTION:**

A study of the topics necessary to determine that an aircraft is ready for flight, including the systems and performance for the aircraft used for flight training, documents and airworthiness, dispatch procedures, record keeping, weight and balance, servicing and elementary maintenance)

**II. LEARNING OUTCOMES AND ELEMENTS OF THE PERFORMANCE:**

Upon successful completion of this course, the student will demonstrate the ability to:

1. Describe the aircraft and its systems with sufficient detail to demonstrate a practical working knowledge.  
Potential Elements of the Performance:
  - Have a clear understanding of the terminology, abbreviations and definitions used in the flight manual.
  - Have a clear understanding of the technical description of the aircraft and its systems.
  - Know the operating limitations of the aircraft.
2. Apply the Normal and Emergency Procedures applicable to the aircraft.  
Potential Elements of the Performance:
  - Practical knowledge of all checklist items including the rationale for each item.
  - Memorization of necessary memory items.
  - Ability to satisfactorily determine a procedure to use where there is no checklist procedure.
3. Accomplish all necessary pre-flight calculations applicable to the aircraft.  
Potential Elements of the Performance:
  - Perform weight & balance calculations.
  - Calculate performance requirements for take-off, climb, cruise, landing etc.
4. Determine that the aircraft is certified & fit for flight  
Potential Elements of the Performance:
  - Have a clear understanding of the appropriate sections of the Maintenance Policy and Control Manual.
  - Have a clear understanding of the maintenance requirements for the aircraft.
  - Have a clear understanding of the Sault College Dispatch Procedures.
  - Know the actions to take following an abnormal occurrence or the discovery of an aircraft defect.
  - Be able to make the appropriate flight sheet and log entries.

### III. TOPICS:

1. General description of the aircraft and its systems.
2. Aircraft operating limitations.
3. Normal and emergency procedures.
4. Aircraft performance charts and weight & balance.
5. Maintenance requirements and the MPCM

### IV. REQUIRED RESOURCES/TEXTS/MATERIALS:

1. Sault College Ground School Manual – Zlin Z-242 L.
2. Sault College Aviation Technology Maintenance Policy and Control Manual (MPCM) \*
3. Sault College Aviation Technology Maintenance Schedule – Zlin Z-242 L \*
4. Canadian Aviation Regulations (CARs) \*

\* Downloadable from the Internet.

### V. EVALUATION PROCESS/GRADING SYSTEM:

The student will be assessed by a combination of attendance and department, quizzes, tests and a final exam. Weighting of each will be as follows: 20% for quizzes, 30% for all tests prior to the final exam and 50% for the final exam. A minimum mark of 70% overall, as well as a minimum of 70% on the final exam is required to pass the course. Make-up tests are not permitted except in accordance with section VI of this outline.

- Unexcused absences will result in 2% deduction of the final mark for each occurrence, arriving for class late will result in a 1% deduction of the final mark for each occurrence, and violations of the dress code will result in a 1% deduction of the final mark for each occurrence. Refer to the SOP GEN 1.3 for dress code policies and SOP GEN 1.6.7 for policy regarding absence from classes
- Quizzes will be given without prior notice.
- If it is necessary to write a second final exam in order to pass the course, the highest grade achievable will be a "C". (See make-up policy in section VI)
- Students may request a deferment of a test for compassionate reasons. Compassionate Grounds for deferment will include but not be limited to death of an immediate family member, personal illness, or recent diagnosis of a serious illness of a family member. **Make-ups will not be permitted after the fact for compassionate reasons.**
- **"F" grades in any subject at the end of a semester will result in termination from the Aviation program.**
- A classroom code of conduct can be found in the SOP General section, and will be adhered to.

- Attendance is mandatory for all Aviation classes unless approval is granted in advance. In the case of illness, a phone call , voice mail or e-mail message is expected.
- If a student expects to be late or will be delayed for any reason, every attempt should be made to contact the professor, or leave a message on voice mail or e-mail.
- Although attitude, co-operation, etc., are not graded, students may be terminated based on their performance in this area (see section VI). These attributes are also considered in the selection of the Air Canada Award and other scholarships.
- Dates of tests will be announced at least 1 week in advance.
- Note: a pass mark of 70% on the final exam is necessary to indicate that the student has sufficient knowledge to safely operate the aircraft systems and is a necessary part of the qualifications which allow the student to fly the aircraft.

The following semester grades will be assigned to students:

Grade	<u>Definition</u>	<i>Grade Point Equivalent</i>
A+	90 – 100%	4.00
A	80 – 89%	3.00
B	70 - 79%	2.00
C	assigned if a make-up exam was required to complete the course	2.00
F (Fail)	69% and below, or 69% and below on final exam	0.00
CR (Credit)	Credit for diploma requirements has been awarded.	
S	Satisfactory achievement in field /clinical placement or non-graded subject area.	
U	Unsatisfactory achievement in field/clinical placement or non-graded subject area.	
X	A temporary grade limited to situations with extenuating circumstances giving a student additional time to complete the requirements for a course.	
NR	Grade not reported to Registrar's office.	
W	Student has withdrawn from the course without academic penalty.	

**VI. SPECIAL NOTES:****Attitude and Conduct**

Attitude plays an important role in your ability to exercise good judgement. Although attitude is not being graded, it affects your ability to learn as well as your safety as a student and future as a professional pilot. Students who display a strong tendency towards any of the five hazardous attitudes pose a grave risk to themselves and others. For this reason, students exhibiting one or several hazardous attitudes will be counseled and if necessary, will be put on a behavioral contract. If this is ineffective in modifying unacceptable behavior, then the student will be withdrawn from the program.

The five hazardous attitudes are identified as Anti-authority, Impulsivity, Invulnerability, Machismo, and Resignation. These hazardous attitudes are described in “Human Factors for Aviation – Basic Handbook” on pages 151 and 152.

**Make-up Policy**

- No make-ups on tests occurring prior to final exams.
- No make-ups on quizzes.
- Make-up exams will only be done under a learning plan.
- If the overall mark achieved for this course is less than 70% or if the mark on the final exam is less than 70%, a second final exam may be written at the discretion of the professor for this course. The second exam will be averaged with the first exam to determine the resulting exam mark, and this will be used to determine the final overall mark.
- In the event that a make-up exam is required, the highest achievable overall grade for this course will be a C
- Any student that requires 100% or greater on a make-up exam to pass the course will not be allowed to write a make-up exam.

**Course Outline Amendments:**

The professor reserves the right to change the information contained in this course outline depending on the needs of the learner and the availability of resources.

**Retention of Course Outlines:**

It is the responsibility of the student to retain all course outlines for possible future use in acquiring advanced standing at other postsecondary institutions.

Prior Learning Assessment:

Students who wish to apply for advance credit transfer (advanced standing) should obtain an Application for Advance Credit from the program coordinator (or the course coordinator regarding a general education transfer request) or academic assistant. Students will be required to provide an unofficial transcript and course outline related to the course in question. Please refer to the Student Academic Calendar of Events for the deadline date by which application must be made for advance standing.

Credit for prior learning will also be given upon successful completion of a challenge exam or portfolio.

Substitute course information is available in the Registrar's office.

Disability Services:

If you are a student with a disability (e.g. physical limitations, visual impairments, hearing impairments, or learning disabilities), you are encouraged to discuss required accommodations with your professor and/or the Disability Services office. Visit Room E1101 or call Extension 2703 so that support services can be arranged for you.

Communication:

The College considers **WebCT/LMS** as the primary channel of communication for each course. Regularly checking this software platform is critical as it will keep you directly connected with faculty and current course information. Success in this course may be directly related to your willingness to take advantage of the **Learning Management System** communication tool.

Plagiarism:

Students should refer to the definition of “academic dishonesty” in *Student Code of Conduct*. A professor/instructor may assign a sanction as defined below, or make recommendations to the Academic Chair for disposition of the matter. The professor/instructor may (i) issue a verbal reprimand, (ii) make an assignment of a lower grade with explanation, (iii) require additional academic assignments and issue a lower grade upon completion to the maximum grade “C”, (iv) make an automatic assignment of a failing grade, (v) recommend to the Chair dismissal from the course with the assignment of a failing grade. In order to protect students from inadvertent plagiarism, to protect the copyright of the material referenced, and to credit the author of the material, it is the policy of the department to employ a documentation format for referencing source material.

Student Portal:

The Sault College portal allows you to view all your student information in one place. **mysaultcollege** gives you personalized access to online resources seven days a week from your home or school computer. Single log-in access allows you to see your personal and financial information, timetable, grades, records of achievement, unofficial transcript, and outstanding obligations, in addition to announcements, news, academic calendar of events, class cancellations, your learning management system (LMS), and much more. Go to <https://my.saultcollege.ca>.

Electronic Devices in the Classroom:

Students who wish to use electronic devices in the classroom will seek permission of the faculty member before proceeding to record instruction. With the exception of issues related to accommodations of disability, the decision to approve or refuse the request is the responsibility of the faculty member. Recorded classroom instruction will be used only for personal use and will not be used for any other purpose. Recorded classroom instruction will be destroyed at the end of the course. To ensure this, the student is required to return all copies of recorded material to the faculty member by the last day of class in the semester. Where the use of an electronic device has been approved, the student agrees that materials recorded are for his/her use only, are not for distribution, and are the sole property of the College.

Attendance:

Sault College is committed to student success. There is a direct correlation between academic performance and class attendance; therefore, for the benefit of all its constituents, all students are encouraged to attend all of their scheduled learning and evaluation sessions. This implies arriving on time and remaining for the duration of the scheduled session. Please read the note regarding attendance under SECTION V: EVALUATION PROCESS/GRADING SYSTEM

Tuition Default:

Students who have defaulted on the payment of tuition (tuition has not been paid in full, payments were not deferred or payment plan not honoured) as of the first week of *November* will be removed from placement and clinical activities. This may result in loss of mandatory hours or incomplete course work. Sault College will not be responsible for incomplete hours or outcomes that are not achieved or any other academic requirement not met as of the result of tuition default. Students are encouraged to communicate with Financial Services with regard to the status of their tuition prior to this deadline to ensure that their financial status does not interfere with academic progress.