

I. COURSE DESCRIPTION:

A study of the principles of learning and techniques of instruction and a review of theory of flight and general aviation knowledge, leading to the Transport Canada Flight Instructor Endorsement Examination. In addition, students will participate in classroom exercises to gain experience in giving preparatory instruction and pre/post flight briefings.

II. LEARNING OUTCOMES AND ELEMENTS OF THE PERFORMANCE:

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

1. Prepare and give Lesson Plans on the preparatory instruction for the air exercises using acceptable instructional techniques.

Potential Elements of the Performance:

- Have a clear understanding of the technical content of the air exercise.
- Determine the appropriate extent to which the air exercise should be taught for the level of training.
- Create a lesson plan in the recommended format
- Teach the lesson plan using as a practical application of the basic principles of learning and techniques of instruction, as per the flight instructor's guide.

2. Assess student performance in relation to the appropriate Transport Canada guidelines.

Potential Elements of the Performance:

- Have a clear understanding of the minimum requirements for each licence/rating.
- Have a clear understanding of the flight test standards for each licence/rating.
- Use the appropriate flight test guide to determine the appropriate assessment for the student performance.

3. Meet the knowledge requirements for the Class IV Flight Instructor Rating. The student will be recommended to write the TC Class IV Flight Instructor Written Exam. (Pending meeting the experience requirements)

Potential Elements of the Performance:

- Knowledge of the procedures for planning and presenting preparatory ground instruction, pre-flight briefings, in-flight instruction, and post-flight

debriefings

- Review of theory of flight required to teach the air exercises
- Knowledge of aircraft flight manuals and aircraft operating limits
- Knowledge of pilot decision-making concepts
- Know how to use the *Transport Canada Flight Instructor Guide, Flight Training Manual, Canadian Aviation Regulations, Part IV* and the *Flight Test Standards, Private and Commercial Pilot Licences - Aeroplane Category*

III. TOPICS:

1. the use of the *Transport Canada Flight Instructor Guide, Flight Training Manual, Canadian Aviation Regulations, Part IV* and the *Flight Test Standards, Private and Commercial Pilot Licences - Aeroplane Category*.
2. practical application of the basic principles of learning and techniques of instruction
3. preparation and use of lesson plans and the procedures for planning and presenting preparatory ground instruction, pre-flight briefings, in-flight instruction, and post-flight debriefings
4. presentation of pilot decision-making concepts
5. Presentation of lesson plans including a review of the theory of flight required to teach the air exercises, aircraft flight manuals and aircraft operating limits and the air exercises themselves.

IV. REQUIRED RESOURCES/TEXTS/MATERIALS:

1. Study and Reference Guide, Private Pilot Licence - Aeroplane TP12880E
2. Study and Reference Guide, Commercial Pilot Licence – Aeroplane TP12881E
3. Flight Test Guide, Private Pilot Licence - Aeroplane, TP13723E
4. Flight Test Guide, Commercial Pilot Licence – Aeroplane, TP13462E
5. Study and Reference Guide, Flight Instructor Rating, Aeroplane and Helicopter, TP2810E
6. Flight Test Guide, Flight Instructor Rating, Aeroplane, TP5537E
7. Transport Canada Flight Instructor Guide, TP975E
8. Aeronautical Information Publication (AIP) Canada
9. From the Ground Up - A. F. MacDonald
10. Flying Training Manual - Transport Canada
11. Canada Flight Supplement - GPH 205
12. Pilots Operating Handbook - Zlin Z242L (Ground school copy)

V. EVALUATION PROCESS/GRADING SYSTEM:

Enter description of how they will be graded

The student will be assessed by a combination of attendance and deportment, quizzes, assignments and a final exam. Weighting of each will be as follows:

The student will be expected to prepare and hand in a lesson plan on an assigned air exercise. This lesson plan will be marked for completeness and conformity to the recommended lesson plan layout. This will be worth 10% of the overall mark.

The student will be expected to give a lesson on the assigned air exercise under a simulated circumstance. ie: Preparatory instruction to one or more students within the class. This lesson will be marked by the other students as per the Flight Test Guide. This will be worth 10% of the overall mark.

The student will be expected to mark each other student in the class who is giving an assigned lesson. The marking sheet will be assessed by the instructor for conformity to the Flight Test Guide. This will be worth 10% of the overall mark.

10% for attendance and deportment

10% for quizzes

50% for the final exam

A minimum mark of 70% is required to pass the course. Re-writes are not permitted except in accordance with section VI of this outline.

- When attendance is taken, the attendance mark will be awarded as follows: unexcused absences will result in 2% deduction, arriving for class late will result in a 1% deduction, and violations of the dress code will result in a 1% deduction up to a maximum of the attendance grade. In the event of illness, a telephone call must be made prior to the beginning of the class (a voice mail message is acceptable). Examples of dress code violations will include, but not limited to, not shaving, not wearing a tie, etc.
- Quizzes may be given without prior notice.
- If it is necessary to re-write the final exam in order to pass the course, the highest grade achievable will be a "C". (See re-write 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. **Rewrites will not be permitted after the fact for compassionate reasons.**
- **"R" grades in any subject at the end of a semester will result in termination from the Aviation program. Re-writes in aviation subjects are not permitted except as provided in the re-write policy below.**
- 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.

The following semester grades will be assigned to students in postsecondary courses:

<u>Grade</u>	<u>Definition</u>	<u>Grade Point Equivalent</u>
A+	93 - 100%	4.00
A	87 - 92%	3.75
B	80 - 86%	3.00
C	70 - 79%	2.00
R (Repeat)	70% or below	0.00
CR (Credit)	Credit for diploma requirements has been awarded.	
S	Satisfactory achievement in field placement or non-graded subject areas.	
U	Unsatisfactory achievement in field placement or non-graded subject areas.	
X	A temporary grade. This is used in limited situations with extenuating circumstances giving a student additional time to complete the requirements for a course (see <i>Policies & Procedures Manual – Deferred Grades and Make-up</i>).	
NR	Grade not reported to Registrar's office. This is used to facilitate transcript preparation when, for extenuating circumstances, it has not been possible for the faculty member to report grades.	

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 these students will be counseled and will be put on a behavioural contract. If counseling is ineffective, 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.

Re-Write Policy

- No re-writes on tests occurring prior to final exams.
- No re-writes on any Transport Canada exam.
- If the final grade achieved for this course 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 the final grade will be then calculated.
- In the event that a second final exam is required, the highest achievable overall grade for this course will be a C

Special Needs:

If you are a student with special needs (e.g. physical limitations, visual impairments, hearing impairments, or learning disabilities), you are encouraged to discuss required accommodations with your instructor and/or the Special Needs office. Visit Room E1204 or call Extension 493, 717, or 491 so that support services can be arranged for you.

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.

Plagiarism:

Students should refer to the definition of “academic dishonesty” in *Student Rights and Responsibilities*. Students who engage in “academic dishonesty” will receive an automatic failure for that submission and/or such other penalty, up to and including expulsion from the course/program, as may be decided by the professor/dean. 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.

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.

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

VII. PRIOR LEARNING ASSESSMENT:

Students who wish to apply for advanced credit in the course should consult the professor. Credit for prior learning will be given upon successful completion of a challenge exam or portfolio.

VIII. DIRECT CREDIT TRANSFERS:

Students who wish to apply for direct credit transfer (advanced standing) should obtain a direct credit transfer form from the Dean's secretary. Students will be required to provide a transcript and course outline related to the course in question.