



**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 Rating Examination (AIRAF). In addition, students will participate in classroom exercises to gain experience in giving preparatory ground 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 an air exercise should be taught for the level of training.
- Create a lesson plan in the recommended format.
- Teach the lesson plan as a practical application of the basic principles of learning and techniques of instruction, as per the Transport Canada Flight Instructor Guide (TP 975E)

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

Potential Elements of the Performance:

- Have a clear understanding for the minimum requirements for each license/rating.
- Have a clear understanding of the flight test standards for each license/rating.
- Use the appropriate flight test guide to determine the correct 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 AIRAF 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 de-briefings.
- 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 TC Flight Instructor Guide, Flight Training Manual, Canadian Aviation Regulations (Part IV) and the Flight Test Standards for the Private and Commercial Pilot Licenses – 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 Licenses - 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 Manual (AIM) 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:

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 presentation will be marked by the professor as per the Flight Test Guide. This will be worth 10% of the overall mark.

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

20% 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.

- 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.**
- 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.
- A classroom code of conduct can be found in the SOP General section, and will be adhered to.

The following semester grades will be assigned to students:

| <u>Grade</u> | <u>Definition</u>  | <u>Grade Point Equivalent</u> |
|--------------|--|-------------------------------|
| A+           | 90 – 100%  | 4.00                          |
| A            | 80 – 89%   | 3.00                          |
| B            | 70 - 79%   | 2.00                          |
| C            | 60 - 69%   | 1.00                          |
| D            | 50 – 59%   | 0.00                          |
| F (Fail)     | 49% and below  |                               |
| 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:

### 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%, 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 second final 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.

## VII. COURSE OUTLINE ADDENDUM

### 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 **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.

### 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.

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### 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. Announcements, news, the academic calendar of events, class cancellations, your learning management system (LMS), and much more are also accessible through the student portal. Go to <http://my.saultcollege.ca>.

Electronic Devices in the Classroom:

**NOTE:** In accordance with the Sault College Student Code of Conduct Article 2, Section 22, all students are requested to turn OFF their cellular phones (including Blackberry and iPhone devices) prior to class commencing. Failure to do so may result in the student being dismissed from the lesson. Texting, e-mailing and social networking are all distractions that are not commensurate with the learning of new material or participation in class discussions. Exceptions may be granted with the professor's prior consent.

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.