



**DEPARTMENT OF LOGISTICS AND OPERATIONS
MANAGEMENT
COURSE SYLLABUS
BLB 225**

TERM: Fall 2022

COURSE TITLE: LGAV 3110.001, Aviation Maintenance Programs

COURSE DESCRIPTION FROM CATALOG: Basics of aviation maintenance management. Familiarization with functions and responsibilities of aviation maintenance managers. Topics include managing maintenance; complying with regulatory, legal and technical requirements of aviation maintenance; and defining safety concepts of the aviation maintenance industry. Emphasis on the identification of optimum applications used in aviation maintenance.

INSTRUCTOR: Steve Joiner
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E-mail: steve.joiner@unt.edu

OFFICE HOURS: Tuesday: 11 am to 12 noon
Wednesday: 11 am to 12 noon
Thursday: 11 am to 12 noon
Other times by appointment.

COMMUNICATION: Preferred communication method is e-mail, via either Canvas or the UNT e-mail system. Texting can be effective and fast, but please include your name in any text, as I will not have student cell numbers in my contacts list. Cell number: 214-693-3866. In all cases, a response can be expected within 24 hours of receipt.

WELCOME: As members of the UNT community, we have all made a commitment to be part of an institution that respects and values the identities of the students and employees with whom we interact. UNT does not tolerate identity based discrimination, harassment, and retaliation. UNT's full Non-Discrimination Policy can be found in the UNT Policies section of the syllabus.

TEACHING: The course format will utilize the textbook, short quizzes at the end of each chapter covered, class lectures, occasional outside readings, and class presentations. Classroom attendance is highly recommended as most all material covered in the course will be

delivered face-to-face. Learning is offered via textbook chapters, personal experiences and examples provided during the lectures, and chapter PowerPoints. This may be best described as reading, hearing, and seeing.

REQUIRED TEXT: Kinnison, Harry: “*Aviation Maintenance Management*” Publisher: McGraw-Hill Professional; Second edition ISBN: 978-0-07-180502-5. Current FAR/AIM.

Course materials including PowerPoint slides, assignments, and outside readings will be available on Canvas (<http://Canvas.unt.edu>). Some materials will be available in Adobe Acrobat Reader (*.pdf) format. Students can obtain Adobe Acrobat Reader via the Internet at www.adobe.com.

TA INFORMATION: If re-directed to my TA for any grade changes, questions posed etc., students may contact (TBA).

COURSE MATERIALS

Canvas. Course materials, assignments, and any outside readings will be available within Canvas. Students can access Canvas using the Internet at the website <https://ecampus.unt.edu>. The site is password protected and can be accessed using student’s EUID. Students can learn more about Canvas by reviewing the on-line student manuals.

Outside readings: Outside readings may be required for several class sessions. In the event outside readings are assigned, they will be posted by chapter in Canvas and can be downloaded.

Internet Software: Students will need Internet access and a web browser such as Firefox or Microsoft Internet Explorer. Course materials and assignments will be distributed via Canvas. Students will be responsible for accessing Canvas to obtain all course materials and to post completed assignments when so required. Adobe Acrobat Reader will be required to read the majority of these materials. Acrobat Reader is available free from the Adobe web site: www.adobe.com. Many of the printed materials required for this course will be in stored in PDF. This format is common for materials published throughout the web and for full-text articles obtained on-line from the UNT library. Materials written in PDF can be viewed and printed only using the

Adobe Acrobat Reader. Once the Reader is installed on Student's system, click on one of the items in PDF format. Student's web browser should automatically load the Adobe software within the browser, and show students what the document looks like. Students can then print the document by clicking on the printer icon on the Adobe Acrobat Reader's window.

Technical Assistance

Part of working in the online environment involves dealing with the inconveniences and frustration that can arise when technology breaks down or does not perform as expected. Here at UNT we have a Student Help Desk that students can contact for help with Canvas or other technology issues.

UIT Help Desk: UIT Student Help Desk site
(<http://www.unt.edu/helpdesk/index.htm>)

Email: helpdesk@unt.edu

Phone: 940-565-2324

In Person: Sage Hall, Room 130

Walk-In Availability: 8am-9pm

Telephone Availability:

- Sunday: noon-midnight
- Monday-Thursday: 8am-midnight
- Friday: 8am-8pm
- Saturday: 9am-5pm

Laptop Checkout: 8am-7pm

For additional support, visit Canvas Technical Help (<https://community.canvaslms.com/docs/DOC-10554-4212710328>)

Class PowerPoint Presentations: Copies of the PowerPoint slides used in-class can be downloaded from Canvas. The PowerPoint files will be saved as PDF (three slides per page) for note-taking and in the regular format. I would encourage students to download and print copies of the slides in advance of reading the book chapter.

Class Objectives: The daily objectives for each class session are posted by chapter in Canvas.

COURSE OBJECTIVE:

To provide an understanding of the regulatory, legal and technical requirements of maintenance in the aviation industry. Students will learn about the different aspects of the aviation maintenance

industry. Particular emphasis will be placed on defining the various safety concepts and optimum applications used in aviation maintenance.

**COURSE
FORMAT:**

The course will be conducted face-to-face.

Lectures **supplement** the course text. As a result, students must attend the lectures **and** read the assigned material in the course text as well as the PowerPoint presentations for each chapter.

This course will not be about Aircraft repair, but will be somewhat unique. It will be about all these topics: maintenance, engineering, management. We will be looking at the “big picture”. We will be looking at maintenance, engineering and management as an integrated whole. We will examine how all these disciplines combine and coordinate to accomplish the goals and objectives of aviation maintenance.

The class will adhere as closely as possible to the schedule posted in the syllabus. Students must progress with the schedule shown in this syllabus.

Before students begin any chapter, students should first refer to the chapter objectives posted in Canvas. Students will find information on how to prepare for the chapter, the reading and viewing assignments, any required or recommended outside readings or videos, key learning objectives, and discussion questions, if any.

In several instances, the material in the book may already be outdated. If the material in the PowerPoint slides contradicts or contains different information from the book, students need to use the information which is contained in the given PowerPoint slides.

Any questions regarding the course should be posted in the discussion area. A discussion area will be created for each chapter and assignment. Post questions in this area, and we will respond. This approach will ensure all students benefit from other student questions and the response.

GRADING:

Students should not view the graded elements, or assessments, as separate from learning course content. These assessments are an integral part of learning about aviation maintenance. Each graded element provides an opportunity for students to interact with the different problems frequently encountered by aviation professionals and to receive immediate feedback on how students have performed. The purpose of these assessments is to further student understanding of aviation.

The graded elements within the course include two examinations, a class project, resume submission and quizzes. In addition, students are required to attend two presentations in the executive lecturer series or at professional meetings where a speaker is present. That being said, do not depend on the grade calculations on Canvas when evaluating your grade. Final grade calculations are performed by me in an Excel spread sheet at the end of the semester to insure the formulas used for weighting each assignment are correct.

The weights assigned to each element are shown in the following table:

Graded Element	Percentage
Exam 1	25%
Exam 2	25%
Quizzes	20%
Class Project	15%
Resume Submission	10%
Professional Development (2)	5%
Total	100%

Student's course grade will be determined based on the following evaluation instruments:

1. **Exams.** Two exams will be given. The exams will be face-to-face in the classroom, and consist of 50 questions drawn from the readings, lectures, speakers, presentations, and assignments. **Students are responsible for the material even if it is not emphasized or covered during the lectures.** Past experience strongly suggests students will learn much more (and thus perform better) in the class if students have completed the reading assignment before viewing the assignment and taking the quizzes and examinations. The book chapters cover much of the material addressed in this course; however, I will cover material in addition to the text in the in-class lectures and PowerPoint slides. It is strongly recommended that students take thorough notes. Exams will focus on the chapters and modules contained in the class schedule; however, due to the nature of the course and subject matter, all exams contain some comprehensive elements. There will be no make-up exams except in extraordinary situations that require approval before the scheduled exam.

The exams are not cumulative. However, students must be familiar with basic concepts covered earlier in class.

2. **Quizzes.** A quiz will be administered online and available beginning at 0800 the Friday of the end of the week the chapter or subject is presented. Students will be informed about the scheduled quiz(zes) by Thursday's class of that week. Quizzes will consist of five to ten questions covering the material assigned for the class period. Failure to prepare for the quizzes may seriously affect Student's grade. **The quizzes are representative of the multiple-choice questions that students can expect to see on the examinations. They will remain available until class time the following Tuesday. As a general rule, online quizzes cannot be made up.**
3. **Resumes.** Time to start thinking about graduation which includes always having a resume ready. In order to be prepared students will be required to submit a resume for this class.

Student assignment:

First, in order to receive credit students must Submit Student's resume ELECTRONICALLY submit Student's resume in Canvas per Student's instructor's portal **no later than 1700, Friday, September 16, 2022.** The logistics faculty may use this version of Student's resume to send to companies that contact us throughout the semester and afterward- so make sure it is students very best. **There is a 100% penalty for late submission.** Students adding the course will have 48 hours to make-up this exercise from the time it is added.

Second, it is recommended students provide the following naming convention for resume document uploaded into Canvas:

InstructorInitials_Full/intern_StudentLastName_Semester_Year
Example: JSJ_Full_Joiner_Fall_2022

Third, in order or be visible to employers students must submit Student's resume via Eagle Careers into Handshake

<http://studentaffairs.unt.edu/career-center/eagle-careers>

Students need to have a student profile created. A Student User's Guide will be provided.

Fourth, once Student's resume is ready to upload into Handshake do the following:

Under "Personal Goals" select either "I want a job" or "I want an internship", and then click "Done".

If recruiters will be allowed to see Student's resume, choose "Other" dropdown, select "Has Public Resume".

Forecasting Project. There will be a project assigned to evaluate systems employed by local MROs.

Guidelines: Class will be given an exercise, with students separately completing the assignment. It will involve forecasting manpower and scheduling to support expanding the fleet and service. Detailed instructions will be provided prior to the event.

- 4. Class participation.** Participation will be based on preparation for class, frequency of participation, quality of participation, organization, and conciseness.
 - While the freedom to express oneself is a fundamental human right, any communication that utilizes cruel and derogatory language on the basis of race, color, national origin, religion, sex, sexual orientation, gender identity, gender expression, age, disability, genetic information, veteran status, or any other characteristic protected under applicable federal or state law will not be tolerated.
 - Treat students, instructor and classmates with respect in any communication online or face-to-face, even when their opinion differs from Student's own.
 - Ask for and use the correct name and pronouns for students, instructor and classmates.
 - Speak from personal experiences. Use "I" statements to share thoughts and feelings. Try not to speak on behalf of groups or other individual's experiences.
 - Use critical thinking skills to challenge other people's ideas, instead of attacking individuals.
 - Avoid using all caps while communicating digitally. This may be interpreted as "YELLING!"
 - Be cautious when using humor or sarcasm in emails or discussion posts as tone can be difficult to interpret digitally.
 - Avoid using "text-talk" unless explicitly permitted by instructor.
 - Proofread and fact-check sources.
 - Keep in mind that online posts can be permanent, so think first before typing.

- 5. Professional development.** It is understood that the best form of enrichment in learning about a practical discipline is to participate in activities categorized as "Professional Development" (PD). PD includes activities of service or learning with members of the profession. Suitable activities include

attending meetings of professional organizations, attending presentations by industry leaders, working on practical projects within the scope of the discipline, and participating in other industry/profession focused learning events.

There are two (2) categories of PD – Primary and Supplemental. Primary PD consists of attendance at one of the scheduled College of Business Distinguished Speaker, Center for Logistics Education and research Speaker Series events, Onboarding speaker series or attendance at one of the DFW professional association meetings. These are the only activities that pre-qualify for Primary PD credit. Each student is expected to participate in at least two (2) Primary category events during the semester (each event earns 2.5 points for a total of 5 points).

The Supplemental category of PD is somewhat broader and includes many activities related to student organizations in the college. This includes attendance at AAAE, LogSA or ISM meetings when an industry speaker is present, tours of industry operations organized by one of the organizations, and any leadership positions held in one of the student organizations. If there are other activities students believe may qualify for consideration, please seek approval from the instructor **AHEAD OF TIME**. Many of the opportunities are space limited, so plan early. Students can earn up to 1 extra point each for a limit of 3 supplemental events.

Here are the links to the event pages:

- ❖ Executive Lecture Series: <https://cob.unt.edu/logistics-center/executive-lecture/speakers>
- ❖ Onboarding Program: <https://cob.unt.edu/logistics-center/onboarding-program/speakers>
- ❖ The Business of Intermodal Continues Program: <https://cob.unt.edu/logistics-center/business-of-intermodal-continues/speakers>

ASSIGNMENTS AND DUE DATES:

Students are expected to approach each assignment with the professionalism required in the “real” world. Each assignment must be received by 1700 on the day due. A 50% penalty will be assessed for submissions within 24 hours after the assignment is due (one day late). Correct spelling, grammar, and punctuation are expected and will be considered in the grading of all assignments. The overall appearance and professionalism of the submission will also be considered in the grade. All submissions will be typed (25% penalty if not).

GRADING SCALE:

The grading scale is guaranteed. Students will receive no less than the grade listed within the appropriate interval. Instructor reserves the right to adjust the grading scale in favor of the class if warranted.

Numeric grades are not rounded up to the next high letter grade. Grades are frequently curved for many of the assessments in the course. Rounding would result in an additional curve for a limited number of students near grade “breaks.”

Grade	Numeric Range	Grade Points
A	90 to 100	4.0
B	80 to 90	3.0
C	70 to 80	2.0
D	60 to 70	1.0
F	Below 60	0.0

LIBRARY ASSIGNMENTS:

Students can use the library to research materials for their classes. Students will need to access the UNT library’s electronic resources to obtain full-text access, *www.library.unt.edu*.

COMPUTER APPLICATIONS:

The Internet provides considerable resources for obtaining additional information regarding the subjects covered in the class. Course materials will be accessed via the Internet using Canvas. Students are encouraged to use the Internet.

ACADEMIC INTEGRITY

The G. Brint Ryan College of Business takes academic honesty seriously. Ethics and integrity are important business values, essential to building trust and adhering to both professional and legal standards. Academic dishonesty destroys trust, damages the reputation and the value of the degree and is unacceptable.

According to UNT Policy 06.003, Student Academic Integrity, academic dishonesty occurs when students engage in behaviors including, but not limited to cheating, fabrication, facilitating academic dishonesty, forgery, plagiarism, and sabotage. A finding of academic dishonesty may result in a range of academic penalties or sanctions from admonition (a warning) to expulsion from the University.

Some of the most common examples of academic integrity violations include plagiarism or cheating, such as unauthorized

assistance on examinations, homework, research papers or case analyses. Your work must be entirely your own. When working on assignments, you should not discuss your work with others unless approved by the course instructor. Group assignments should only be discussed with members assigned to your group, and all group members may be held accountable in some way for known academic integrity violations in a group assignment.

Another example of academic dishonesty relates to improper attribution. When preparing your assignments, you must cite all outside sources in the manner requested by your instructor. Copying or using material from any source prepared by or previously submitted by others, at UNT or other institutions, or downloaded from the Internet, is plagiarism. Unless directed otherwise in an assignment, large scale “cutting and pasting” from other sources, even if properly footnoted, is not appropriate. You should synthesize this material in your own words and provide a footnote.

Your instructor will specify what materials, if any, may be used on the tests and exams.

Using materials other than those permitted, talking with other individuals during the exam, individuals exchanging information about an exam when one has taken the exam and the other has not, or copying or using material from another individual’s exam is academic dishonesty and will result in a meeting to discuss academic integrity violations and potentially issue sanctions mentioned above, and may result in ineligibility for academic scholarships. The use of online assistance, such as sites commonly used for finding homework solutions, group chat, cell phones, smart watches, and similar tools during exams is not allowed for any reason unless specifically permitted. No portion of an exam may be copied or photographed without permission.

Students are expected to conduct themselves in a manner consistent with the University’s status as an institution of higher education. A student is responsible for responding to a request to discuss suspected academic dishonesty when issued by an instructor or other University official. If a student fails to respond after a proper attempt at notification has been made, the University may take appropriate academic actions in the absence of the student’s participation.

Emergency Evacuation

Severe Weather In the event of severe weather, all building occupants should immediately seek shelter in the designated shelter-in-place area in the building. If unable to safely move to the designated shelter-in-place area, seek shelter in a windowless interior room or hallway on the lowest floor of the building. All building occupants should take shelter in rooms 055, 077, 090, and the restrooms on the basement level. In rooms 170, 155, and the restrooms on the first floor.

Bomb Threat/Fire In the event of a bomb threat or fire in the building, all building occupants should immediately evacuate the building using the nearest exit. Once outside, proceed to the designated assembly area. If unable to safely move to the designated assembly area, contact one or more members of tsr department or unit to let them know students are safe and inform them of student's whereabouts. Persons with mobility impairments who are unable to safely exit the building should move to a designated area of refuge and await assistance from emergency responders. All building occupants should immediately evacuate the building and proceed to the south side of Crumley Hall in the grassy area, west of parking lot 24.

AMERICANS WITH DISABILITIES ACT

The College of Business complies with the Americans With Disabilities Act in making reasonable accommodations for qualified students with a disability. If students have an established disability as defined in the Act and would like to request accommodation, please see me as soon as possible. I can be contacted at the location and phone number shown in this syllabus. Please note: University policy requires that students notify their instructor within the first week of class that an accommodation will be needed. Please do not hesitate to contact me now or in the future if students have any questions or if I can be of assistance.

GRADE APPEALS, WITHDRAWALS, INCOMPLETES

Please refer to the UNT Undergraduate Catalog for policies governing these actions. If students have any questions, please contact me for clarification.

EXAM AND ASSIGNMENT GRADE APPEALS

If students disagree with how any assignment, quiz or examination was graded, students must submit a written appeal by email before the end of the following week. The email must clearly state the rationale for the appeal and provide evidence to support students position. For example, students may cite text references,

PowerPoint slides, or outside readings to support students' position—these must be clearly referenced by title and page number. The rationale should be objective in nature and should not include subjective opinions. Appeals that do not provide supporting rationale and specific reference(s) to course materials will be returned without consideration.

**COURSE
DISCLAIMER:**

The schedule, policies, and assignments, contained in this course syllabus, are subject to change however all changes will be announced prior to taking effect with a posted change to the syllabus being placed in Canvas.

OTHER:

All cellular or digital phones and pagers are to be turned off during class. Failure to comply with this request will result in a letter grade deduction if repeated.

COVID-19 or Other Health Impact on Attendance: While attendance is expected as outlined above, it is important for all of us to be mindful of the health and safety of everyone in our community, especially given concerns about COVID-19. Please contact me if students are unable to attend class because students are ill, or unable to attend class due to a related issue regarding COVID-19 or other illness. It is important that students communicate with me prior to being absent so I may decide about accommodating student request to be excused from class. If an illness may cause an extended absence from class, a remote accommodation may be considered. **Any accommodation created will be applicable to those students required to be absence, ONLY. Considerations may be made where a student may miss class for other reasons, but only on a case-by-case basis. Zoom attendance will not otherwise be an option. This is a Face-to-Face class and is not offered in a blended or hybrid format.**

PROPOSED CLASS SCHEDULE & READINGS ASSIGNMENTS
LGAV 3110, Aviation Maintenance

1400 to 1520 PM, Tuesday and Thursday, (Section 001): BLB 225

Date	Topic Covered
Week 1 30 Aug	Course introduction, Syllabus, Objectives
01 Sep	Chapter 1: Why do we have maintenance
Week 2 06 Sep	Chapter 2: Developing Maintenance Programs
08 Sep	Chapter 2: Developing Maintenance Programs (continued)
Week 3 13 Sep	Chapter 3: Definitions, Goals, Objectives
15 Sep	Chapter 4: Aviation Industry Certification requirements Resume due by 1700, 16 Sep
Week 4 20 Sep	Chapter 5: Documentation for Maintenance
22 Sep	Chapter 6: Requirements for a Maintenance Program
Week 5 27 Sep	Guest Speaker
29 Sep	Chapter 7: Maintenance and Engineering Organization
Week 6 04 Oct	Chapter 7: Maintenance and Engineering Organization (continued)
06 Oct	Chapter 8: Engineering
Week 7 11 Oct	Midterm Review
13 Oct	Midterm Exam

Date	Topic Covered
Week 8 18 Oct	<i>Introduction to Forecasting Project</i> Review the project parameters
20 Oct	Guest Speaker
Week 9 25 Oct	Chapter 9: Production Planning and Control
27 Oct	Chapter 10: Technical Publications
Week 10 01 Nov	Chapter 11: Technical Training
03 Nov	Chapter 12: Aircraft Maintenance Management
Week 11 08 Nov	Chapter 13: Line Maintenance (on aircraft)
10 Nov	Chapter 14: Hangar Maintenance (on aircraft)
Week 12 15 Nov	Chapter 15: Materiel Support <i>Work on Forecasting Project</i>
17 Nov	Chapter 16: Quality Assurance <i>Forecasting Project Due @ Midnight, 18 Feb.</i>
Week 13 22 Nov	Chapter 17: Quality Control
24 Nov	<i>Thanksgiving Break</i>
Week 14 29 Nov	Continental Express Flight 2574
01 Dec	Chapter 18 and Appendix D: Reliability and Investigation of Reliability Reports
Week 15 06 Dec	Chapter 19: MX Safety
08 Dec	<i>Final Exam Review</i>
Week 16 15 Dec	<i>Final Exam (1330-1530)</i>