



**DEPARTMENT OF LOGISTICS AND OPERATIONS
MANAGEMENT
COURSE SYLLABUS
BLB 270, 1530 to 1650**

TERM: Spring 2023

COURSE TITLE: LGAV 3120.001, Aviation Safety

**COURSE
DESCRIPTION
FROM
CATALOG:**

Principles of the development and management of an effective safety program using a Safety Management Systems approach. Inquiry into how ethics, culture and training influence safety in aviation. Topics include regulatory oversight, basic concepts of risk and risk management, introduction to Safety Management Systems, and Human Factors. Special attention is given to the various elements of an effective aviation safety program.

INSTRUCTOR: Steve Joiner
BLB, Rm 338E
940.565.3085 (office)
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, either via Canvas or the UNT e-mail system. Texting can be effective and fast, but please include student's name in any text as I will not have student's cell in number 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 Non-Discrimination Policy is further addressed in the Class Participation 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: “*AVIATION SAFETY, A BALANCED APPROACH*” by Michael Ferguson and Sean Nelson. Course materials including PowerPoint slides, assignments, and outside readings will be made 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 a Student Assistant (SA) for any grade changes, questions posed etc., students may contact Ferhat Caliskan, ferhat.caliskan@unt.edu.

COURSE MATERIALS

Canvas. Course materials, assignments, and 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 will be required for several class sessions. Outside readings will be posted by chapter in Canvas, may be handed out in class or will be such that they can be downloaded from the UNT library with the link to it.

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. 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, when students 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)
(<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)
(<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 for the classes.

Class Objectives: The chapter objectives for each class session are included in the first PowerPoint slide in Canvas.

COURSE OBJECTIVE:

To provide the knowledge and analytical skills to assess the challenges of all the aspects of safety in aviation. Particular emphasis will be placed on understanding a Safety Management Systems approach. Students will also learn of regulatory requirements, and all areas of safety in aviation, not just flight safety.

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.

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 handouts may already be outdated. If the material in the PowerPoint slides contradicts or contains different information from the provided material, students need to use the information contained in the PowerPoint slides.

Any questions regarding the course should be posted in the discussion area. There will be a discussion area for each chapter and assignment. Post student's questions in this area. This approach will ensure all students benefit from student's question and my 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 safety. 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's understanding of aviation.

The graded elements within the course include two examinations, a ten minute presentation, a team exercise, 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%
Team Exercise	10%
Resume Submission	5%
Presentation	10%
Professional Development (2)	5%
Total	100%

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

- 1. Exams.** Two face-to-face exams will be given. The exams will consist of questions drawn from the readings, lectures, speakers, presentations, and out-of-class 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. We will cover material in the form of in-class lectures, handouts and PowerPoint slides. 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 the class throughout the semester.**
- 2. Quizzes.** Quizzes will consist of five to ten questions covering the material assigned for the class period. **In general the quizzes will be online and available following that week's class from Friday 0800 to Tuesday 1530.** 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. **Any on-line quizzes given will only be available until specified and cannot be made up.**
- 3. Resumes.** Time to start thinking about graduation which includes having a resume ready. In order to be prepared students will be required to submit a resume for this class.

Student's 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, February 3, 2023**. 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 student's very best. **There is a penalty for late submission.** Students adding the course will have 48 hours to make-up this exercise from the time it is added.

Second, in order to 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.

Third, 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", then click "Done".

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

4. ***Class Exercise:*** There may be one or more Class Exercises during the semester. Students will be graded individually on student's submission(s). Details surrounding the Exercise(s) will be provided *Just in Time* (JIT).

5. Presentation:

Please read these instructions and follow the guidelines given:

- a) Each student will present a short outline along with their 10 minute presentation (in PowerPoint format).
- b) The PowerPoint presentation and outline will be submitted to me a day before the presentation via email. Failure to do so can cost students up to one letter grade.
- c) Minimize student's use of material provided by the instructor in chapters- try to incorporate new material for everyone to learn more about the subject students choose.
- d) **Please ensure that the presentation is from the perspective of aviation logistics- students may lose up to a letter grade if the perspective does not relate to this course.**
- e) Irrespective of the subject matter students must include a list of student's References.
- f) Students may use any of these possible topics, or one of student's choosing. Please email me with the first and second

choices of topic and students will be informed which has been approved (the aim is to limit the duplicity of topics.)

Possible topics:

- a) The role of safety in Aviation Maintenance
- b) Safety measures at DFW Airport
- c) Safety measures at any International airport
- d) Air Cargo and Safety (Not Security)
- e) New innovations in the Aviation Safety Sector
- f) Current issues in the field of Aviation safety
- g) Safety measures in place for emergencies
- h) Employee involvement in Aviation Safety

6. *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 student's 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 student's 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 student's sources.
- Keep in mind that online posts can be permanent, so think first before students type.

7. **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 or Center for Logistics Education and research Speaker Series events, 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 in a semester.*

Registration and attendance procedures, as well as rules governing points for credit, may be found in the course Announcements tab on Canvas.

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 will have a 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 grade listed within the appropriate interval. The 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. There may be a curve in the grades for many of the assessments in the course but this will depend on whether the situation warrants a curve. 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**

Cheating, plagiarism, or other inappropriate assistance on examinations will be treated with **zero tolerance** and will result in a grade of “F” for the course. Any work on the assignments is to be treated identically to examination: the work must be entirely student’s with ABSOLUTELY NO outside help or assistance. When working on the assignments, students must not discuss student’s work with anyone (other faculty or other students) unless specifically

approved.

Students must footnote any outside sources used when preparing student's assignments. Copying or using material from assignments previously submitted by other students (at UNT or other learning institutions) or downloaded from the Internet is plagiarism. If students quote material, students must cite student's sources. Large scale "cutting and pasting" from other sources, even if properly footnoted does not meet the criterion of submitting student's own work and will result in a failing grade for the course if resorted to in assignments.

The examination instructions are very clear regarding what materials may be used on the exam. If students use any materials other than those permitted on the exam, talk with other individuals during the exam, exchange information about an exam with an individual that has not taken the exam, or copy or use material from another individual's exam, students will receive a failing grade for the course.

According to University policy, if students become aware of any misconduct related to academic integrity, students should inform me or another proper authority such as the department chair or associate dean.

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 student's 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 than 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 student's position. For example, students may cite text references, PowerPoint slides, or outside readings to support student's 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.

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. Please

contact me if unable to attend class. It is important that students communicate with me prior to being absent so I may decide about accommodations for extended absence.

This is a Face-to-Face class and is not offered in a blended or hybrid format.

CLASS SCHEDULE & READINGS ASSIGNMENTS LGAV 3120, AVIATION SAFETY

1530-1650, Tuesday and Thursday, (Section 001): BLB 270

Date	Topic Covered
Week 1 17 Jan	Course introduction
19 Jan	Ch. 1 –Beyond Compliance: Ethics and Aviation Safety
Week 2 24 Jan	Ch. 1 –Beyond Compliance: Ethics and Aviation Safety (cont.)
26 Jan	Ch. 2 – Regulatory Oversight
Week 3 31 Jan	Ch. 2 – Regulatory Oversight (cont.)
02 Feb	Ch. 2 – Regulatory Oversight (cont.) <i>Resumes due by 1700, 03 Feb 2023</i>
Week 4 07 Feb	Ch. 3 – Risk and Risk Management
09 Feb	Ch. 4 – Introduction to Safety Management Systems
Week 5 14 Feb	Ch. 5 – Elements of Effective Aviation Safety Program
16 Feb	Ch. 5 – Elements of Effective Aviation Safety Program (cont.)
Week 6 21 Feb	Guest Speaker
23 Feb	Individual Presentations
Week 7 28 Feb	Individual Presentations (cont.)
02 Mar	Individual Presentations (cont.)
Week 8 07 Mar	Midterm Review
09 Mar	<i>Midterm Exam</i>

Date	Topic Covered
Week 9 14 Mar	<i>Spring Break March 13 to 18</i>
16 Mar	<i>Spring Break March 13 to 18</i>
Week 10 21 Mar	Individual Presentations (cont.)
23 Mar	Individual Presentations (cont.)
Week 11 28 Mar	Individual Presentations (cont.)
30 Mar	Ch. 6 – Introduction to Human Factors
Week 12 04 Apr	Ch. 6 – Introduction to Human Factors (cont.)
06 Apr	FAA Fatigue Presentation
Week 13 11 Apr	FAA Fatigue Presentation
13 Apr	Ch. 7 – Ground Safety NTSB Accident Investigation Assignment
Week 14 18 Apr	Ch. 8 - Flight Safety Programs Guest Speaker
20 Apr	Ch. 9 – Airport Safety
Week 15 25 Apr	Ch. 10 – Emergency Response
27 Apr	Ch. 11 – Health and Wellness
Week 16 02 May	NTSB Accident Investigation
04 May	Final Exam Review
Week 17 09 May	Final Exam (1330 to 1530)

Please note that this schedule is tentative. Changes may occur but students will be informed of the same in advance.