



**DEPARTMENT OF MARKETING & LOGISTICS
COURSE SYLLABUS
BLB 040, 1530 to 1650**

- TERM:** Spring 2015
- 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 am
Thursday: 11 am to 12 am
Other times by appointment.
- 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 Blackboard Learn (<http://Blackboard Learn.unt.edu>). Some materials will be available in Adobe Acrobat Reader (*.pdf) format. You 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., you may contact Jistine Philip via e-mail: JistinePhilip@my.unt.edu and set up a meeting.
- COURSE MATERIALS** *Blackboard Learn.* Course materials, assignments, and outside readings will be available within Blackboard Learn. Students can access Blackboard Learn using the Internet at the website <https://ecampus.unt.edu>. The site is password protected and can

be accessed using your EUID. You can learn more about Blackboard Learn 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 Blackboard Learn, 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: You will need Internet access and a web browser such as Firefox or Microsoft Internet Explorer. Course materials and assignments will be distributed via Blackboard Learn. You will be responsible for accessing Blackboard Learn 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 your system, when you click on one of the items in PDF format, your web browser should automatically load the Adobe software within the browser, and show you what the document looks like. You can then print the document by clicking on the printer icon on the Adobe Acrobat Reader's window.

Class PowerPoint Presentations: Copies of the PowerPoint slides used in class can be downloaded from Blackboard Learn. The PowerPoint files will be saved as pdf (three slides per page) for note-taking and in the regular format. I would encourage you 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 Blackboard Learn.

**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 in a blended format, combination of in-class and distance. The lectures *supplement* the course text. As a result, you 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. You must progress with the schedule shown in this syllabus.

Before you begin any chapter, you should first refer to the chapter objectives posted in Blackboard Learn. You 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, you 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 your questions in this area. This approach will ensure all students benefit from your question and my response.

GRADING:

You 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 you to interact with the different problems frequently encountered by aviation professionals and to receive immediate feedback on how you have performed. The purpose of these assessments is to further your 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, you are required to attend two presentations in the executive lecturer series or at professional meetings where a speaker is present. 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%

Your course grade will be determined based on the following evaluation instruments:

1. **Exams.** Two exams will be given. The exams will consist of questions drawn from the readings, lectures, speakers, presentations, and out-of-class assignments. **You are responsible for the material even if it is not emphasized or covered during the lectures.** Past experience strongly suggests you will learn much more (and thus perform better) in the class if you 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, you 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 your grade. The quizzes are representative of the multiple choice questions that you 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.** Resumes will be submitted by **1700 PM, Friday, January 30th.** Resumes should be submitted as an attachment (see Attachment 1 of this syllabus for instructions). You must include the resume release form with your resume. The file name for the resume must follow the directions shown in attachment 1, otherwise points will be deducted. You will receive a 100 percent if you complete the resume and release

form assignment. Please do so whether or not you want your resume released so as to get a grade

4. **Team Exercise:** There will be one or more Team Exercises during the semester. You will be graded on your participation and the success of the team

Guidelines: Details surrounding the Exercise(s) will be provided JIT.

5. Presentation:

Please read these instructions and follow the guidelines given:

- a) Each student will present a short written report along with their 10 minute presentation (in PowerPoint format).
- b) The PowerPoint presentation and written presentation will be submitted a day before the presentation via email to jestinephilip@my.unt.edu. Failure to do so can cost you up to one letter grade.
- c) Minimize your use of material provided by the instructor in chapters- try to incorporate new material for everyone to learn more about the subject you choose.
- d) Please ensure that the presentation is from the perspective of aviation logistics- you may lose up to letter grades if the perspective does not related to this course.
- e) Irrespective of the subject matter you must include a list of your References.
- f) You may use any of these topics -please email me or the Teaching Assistant JestinePhillip@my.unt.edu with the first and second choices of topic and you will be informed which has been approved (the aim is to limit the duplicity of topics.)

If you would like to use a topic outside this list, please email the Teaching Assistant of this course at JestinePhillip@my.unt.edu with the subject matter of the project you would like approved and its relevance to the course.

Suggested 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. Participation consists of individual in-class discussion of daily course content, and outside readings. Make sure that you are making your presence known through positive class contributions. Behavior detrimental to class discussion and progress (e.g., talking, making noise, sleeping, newspaper reading, etc.) will be considered in this component. It is of particular importance that you show respect for visitors (guest lecturers) to the class.
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 OPD 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, Alphas Eta Rho, 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 you 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 point each for a limit of 3 supplemental events.

This semester the Logistics Executive Lecture Series and Onboarding Program are scheduled on six (6) Fridays each

from 1200 to 1300. To receive the full 2.5 points for Primary PD, you must: A) RSVP in advance by mid-night the day prior; B) sign the attendance sheet when you attend. If you are unable to attend and have RSVP'd, you must e-mail me prior to the event or lose 1 point from your PD credits. The link to RSVP is:

<http://www.cob.unt.edu/logisticscenter/students/lectureseries/speakers.php>
<http://www.cob.unt.edu/logisticscenter/students/onboarding/onboarding.php>

**ASSIGNMENTS
AND DUE DATES:**

You are expected to approach each assignment with the professionalism required in the “real” world. Each assignment is due at 5:00PM on the day it has been assigned. 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. You will receive no less than the grade listed within the appropriate interval. I reserve 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

Students can use the library to research materials for

ASSIGNMENTS: 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 Blackboard Learn. 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 yours with ABSOLUTELY NO outside help or assistance. When working on the assignments, you must not discuss your work with anyone (other faculty or other students) unless specifically approved by the instructor.

You must footnote any outside sources used when preparing your 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 you quote material, you must cite your sources. Large scale "cutting and pasting" from other sources, even if properly footnoted does not meet the criterion of submitting your own work and will result in a failing grade for the course if resorted to in your assignments.

The examination instructions are very clear regarding what materials may be used on the exam. If you 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, you will receive a failing grade for the course.

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

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 you 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 you have any questions or if I can be of assistance.

**GRADE
APPEALS,
WITHDRAWALS,
&
INCOMPLETES
EXAM AND
ASSIGNMENT
GRADE
APPEALS**

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

If you disagree with how any assignment, quiz or examination was graded, you 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 your position. For example, you may cite text references, PowerPoint slides, or outside readings to support your 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 Blackboard Learn.

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.

CLASS SCHEDULE & READINGS ASSIGNMENTS
LGAV 3120, AVIATION SAFETY

1530-1650, Tuesday and Thursday, (Section 001): BLB 040

Date	Topic Covered
Week 1 20 Jan	Course introduction
22 Jan	Ch. 1 –Beyond Compliance: Ethics and Aviation Safety Resumes due by 1700, September 5th (see Attachment 1 for instructions)
Week 2 27 Jan	Ch. 1 –Beyond Compliance: Ethics and Aviation Safety (cont.)
29 Jan	Ch. 2 – Regulatory Oversight
Week 3 3 Feb	Ch. 2 – Regulatory Oversight (cont.)
5 Feb	Ch. 2 – Regulatory Oversight (cont.)
Week 4 10 Feb	Ch. 3 – Risk and Risk Management
12 Feb	Ch. 4 – Introduction to Safety Management Systems
Week 5 17 Feb	Individual Presentations
19 Feb	Individual Presentations (cont.)
Week 6 24 Feb	Ch. 5 – Elements of Effective Aviation Safety Program Team Project Assignments
26 Feb	Ch. 5 – Elements of Effective Aviation Safety Program (cont.)
Week 7 3 Mar	Ch. 5 – Elements of Effective Aviation Safety Program (cont.)
5 Mar	Guest Speaker
Week 8 10 Mar	Midterm Review
12 Mar	Midterm Exam
Week 9 16-20 Mar	Spring Break

Date	Topic Covered
Week 10 24 Mar	Ch. 6 – Introduction to Human Factors
26 Mar	Ch. 6 – Introduction to Human Factors (cont.)
Week 11 31 Mar	FAA Fatigue Presentation
2 Apr	Fatigue in Flight Operations
Week 12 7 Apr	Fatigue in Flight Operations (cont.)
9 Apr	Ch. 7 – Ground Safety
Week 13 14 Apr	Team Project Presentations
16 Apr	Ch. 8 – Flight Safety
Week 14 21 Apr	SMS AC 120-92B
23 Apr	Ch. 9 – Airport Safety
Week 15 28 Apr	Ch. 10 – Emergency Response
30 Apr	Ch. 11 – Health and Wellness
Week 16 5 May	Guest Speaker - TBA Presentation Make-up
7 May	Final Review
12 May	Final Exam (1330 to 1530)

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

Attachment 1 Resume Assignment

So, you attend a professional meeting tonight and chat with a vice president with a 3PL. “Looking for an exceptional UNT graduate highly capable to do great things for your company?” you ask. She replies, “Send me your resume by Noon tomorrow.”

Now is the time to get your resume in shape. Complete the attached resume cover sheet and post in the Assignments area within Blackboard Learn no later than 5:00 PM on January 24th. To avoid a reduction in participation points name your resume file using your last name and the term and year of your graduation. For example:

Lastname_GraduationTerm_GraduationYear.doc
Example: Doe_Spring_2015.doc

Failure to properly name your file will result in a penalty toward participation points. Late submissions will receive a three point reduction in their final grade. The logistics faculty will use this resume to send to companies that contact us throughout the semester so make sure it is your very best, no excuses. You have the right to request your resume **not** be distributed to potential employees.

YOU MUST COMPLETE THE FORM ON THE FOLLOWING PAGE AND TURN-IN A SIGNED COPY as a scanned pdf or Word document (cut and paste out of the syllabus) and post with your resume by September 5th.

EXECUTIVE LECTURE SERIES

Spring 2015

[NOTE: speakers schedule may change during the semester]

Logistics Executive Lecture Series

January 30th, 1200-1300, BLB (170)

Jim Cline, President, DCTA

February 13th, 1200-1300, BLB (170)

Dave Malenfant, Retired Vice President, Global Supply Chain, Alcon Laboratories, Inc.

February 27th, 1200-1300, BLB (170)

Karen Kendrick, Vice President Transportation & Technology, Anixter

March 6th, 1200-1300, BLB (170)

Chris Watts, Mayor of Denton

March 27th, 1200-1300, BLB (170)

Mark Bouma, Technical Oversight Leader, NTTA

April 24th, 1200-1300, BLB (170)

Williamson-Dickie Logistics Executive Team Presentation

Onboarding Program

February 6th, 1200-1300, BLB (170)

“Negotiating & Handling Multiple Job Offers”, Eric Beichler, Managing Partner, Mohr Partners

February 20th, 1200-1300, BLB (170)

“Volunteerism and Giving Back”, Keith Rhodes, Executive Vice President of Development, Big Brothers Big Sisters

April 10th, 1200-1300, BLB (170)

“Mock Interviews”, Target Executives

April 17th, 1200-1300, BLB (170)

E-mail Etiquette”, Karen Hagar & Laurie Tortorella, Human Resources, Lockheed Martin