



**Grading Policy:** This course must be passed with a C or better as a CSU graduation requirement. The final grade will be calculated by the following distribution:

Class Quizzes/Assignments	15 % = 15 points
Midterm Exam	15 % = 15 points
Project:	35 % = 35 points
Peer Review:	10 % = 10 points
Final Exam:	25 % = 25 points

Your final grade will be determined by using the following scale based upon the highest total points achieved by any student: If the highest point total for any student is 89, then the percentages below will be off of that score. Hence, to get a “C” a student would have to have at least 62 points, in this example.

A: 90-100%
B: 80-89%
C: 70-79%
D: 60-69%
F: below 60%

Missing an in-class examination or an assignment due date will result in a grade of zero for that item. The only exception will be for *documented* illness/injury or a significant personal event. When possible, arrangements must be made before the assigned due date.

Written work must be submitted with correct grammar, syntax, punctuation, and spelling. This will be considered in your grade evaluation.

Please note: Today’s aviation service businesses are undergoing dynamic changes. This course will require extensive review and weekly discussion of current news events in the aviation industry. Thus before class starts, students are expected to be prepared to discuss the assigned news event as well as participate equally in group assignments. Therefore, class attendance is essential for effective group participation to obtain the maximum benefit from the course. Students are expected to have access to the internet. *This green sheet is subject to change with fair notice.*

## **University, College, or Department Policy Information**

### **Classroom Protocol**

Please arrive to class on time, because class updates will be announced at the beginning of class. Class participation – by asking questions and in-class group practice assignments – is encouraged. Cell phone use and texting are not permitted; if you have a cell phone with you, please turn the ringer off during class.

### **Dropping and Adding**

Last day to drop is Tuesday, Sept 3. Last day to add is Tuesday, Sept 10.

Students are responsible for understanding the policies and procedures about add/drop, grade forgiveness, etc. Refer to the current semester’s [Catalog Policies](http://info.sjsu.edu/static/catalog/policies.html) section at: <http://info.sjsu.edu/static/catalog/policies.html>. Add/drop deadlines can be found on the [current academic calendar](http://www.sjsu.edu/academic_programs/calendars/academic_calendar/) web page located at: [http://www.sjsu.edu/academic\\_programs/calendars/academic\\_calendar/](http://www.sjsu.edu/academic_programs/calendars/academic_calendar/).

The [Late Drop Policy](http://www.sjsu.edu/aars/policies/latedrops/policy/) is available at: <http://www.sjsu.edu/aars/policies/latedrops/policy/>.

Students should be aware of the current deadlines and penalties for dropping classes. Information about the latest changes and news is available at the [Advising Hub](http://www.sjsu.edu/advising/) at <http://www.sjsu.edu/advising/>

### **Consent for Recording of Class and Public Sharing of Instructor Material**

[University Policy S12-7](http://www.sjsu.edu/senate/docs/S12-7.pdf), <http://www.sjsu.edu/senate/docs/S12-7.pdf>, requires students to obtain instructor’s permission to record the course.

- “Common courtesy and professional behavior dictate that you notify someone when you are recording him/her. You must obtain the instructor’s permission to make audio or video recordings in this class. Such permission allows the recordings to be used for your private, study purposes only. The recordings are the intellectual property of the instructor; you have not been given any rights to reproduce or distribute the material.”

- “Course material developed by the instructor is the intellectual property of the instructor and cannot be shared publicly without his/her approval. You may not publicly share or upload instructor generated material for this course such as exam questions, lecture notes, or homework solutions without instructor consent.”

### **Academic integrity**

Your commitment as a student to learning is evidenced by your enrollment at San Jose State University. The [University Academic Integrity Policy S07-2](http://www.sjsu.edu/senate/docs/S07-2.pdf) at <http://www.sjsu.edu/senate/docs/S07-2.pdf> requires you to be honest in all your academic course work. Faculty members are required to report all infractions to the office of Student Conduct and Ethical Development. The [Student Conduct and Ethical Development website](http://www.sjsu.edu/studentconduct/) is available at <http://www.sjsu.edu/studentconduct/>.

Instances of academic dishonesty will not be tolerated. Cheating on exams or plagiarism (presenting the work of another as your own, or the use of another person’s ideas without giving proper credit) will result in a failing grade and sanctions by the University. For this class, all assignments are to be completed by the individual student unless otherwise specified. If you would like to include your assignment or any material you have submitted, or plan to submit for another class, please note that SJSU’s Academic Integrity Policy S07-2 requires approval of instructors.

### **Campus Policy in Compliance with the American Disabilities Act**

If you need course adaptations or accommodations because of a disability, or if you need to make special arrangements in case the building must be evacuated, please make an appointment with me as soon as possible, or see me during office hours. [Presidential Directive 97-03](http://www.sjsu.edu/president/docs/directives/PD_1997-03.pdf) at [http://www.sjsu.edu/president/docs/directives/PD\\_1997-03.pdf](http://www.sjsu.edu/president/docs/directives/PD_1997-03.pdf) requires that students with disabilities requesting accommodations must register with the [Accessible Education Center](http://www.sjsu.edu/aec) (AEC) at <http://www.sjsu.edu/aec> to establish a record of their disability.

In 2013, the Disability Resource Center changed its name to be known as the Accessible Education Center, to incorporate a philosophy of accessible education for students with disabilities. The new name change reflects the broad scope of attention and support to SJSU students with disabilities and the University's continued advocacy and commitment to increasing accessibility and inclusivity on campus.

### **Student Technology Resources**

Computer labs for student use are available in the Academic Success Center located on the 1<sup>st</sup> floor of Clark Hall and on the 2<sup>nd</sup> floor of the Student Union. Additional computer labs may be available in your department/college. Computers are also available in the Martin Luther King Library.

A wide variety of audio-visual equipment is available for student checkout from Media Services located in IRC 112. These items include digital and VHS camcorders, VHS and Beta video players, 16 mm, slide, overhead, DVD, CD, and audiotape players, sound systems, wireless microphones, projection screens and monitors.

**THE INSTRUCTOR RESERVES THE RIGHT TO AMEND THIS SYLLABUS AS APPROPRIATE AS THE COURSE PROGRESSES.**

**AVIATION 78 – Fall 2013**  
**CLASS SCHEDULE**  
(subject to change)

Week	Date	Lecture	Text: EAM*	Information / Website
1	August 21	Introduction Hedgehog Concept		<a href="http://www.jimcollins.com/lab/index.htm">http://www.jimcollins.com/lab/index.htm</a> <i>Good To Great.</i> Jim Collins
2	August 28-30	The Roles of the General Aviation Service Center	1	
3	(no class 9/2)	<b>LABOR DAY HOLIDAY</b>	2	Quiz on Chapter 1
	9/4	Management Functions		
4	9/9	Marketing	3	Quiz on Chapter 2
	9/11	Due: Phase I Research Project		
5	9/16	Profits, Cash Flow, Financing	4	Quiz on Chapter 3
	9/18	Business Aviation Accounting		Guest Speaker
6	9/23	Safety, Security and Liability	11	Part 135: Operational Control
	9/25	Risk Management		Quiz on Chapter 4
7	9/30	Human Resources	5	<b>Due Monday:</b> Revised Job Resumes
	10/2			Practice Interviews
				Quiz on Chapter 11
8	10/7	Organization and Administration	6	Quiz on Chapter 5
	10/9			
9	10/14	Management Information Systems	7	<b>Due Monday:</b> Project Outlines
	10/16	<b>MIDTERM on Wednesday</b>		
10	10/21	Operations: Flight Line and Front Desk	8	Very Light Jets
	10/23			Eclipse Jet's story
11	10/28	Flight Operations	9	Tour and/or Guest Speaker
	10/30			
12	11/4	Aviation Maintenance	10	Quiz on Chapters 8 -9
	11/6			
13	no class 11/11	<b>VETERANS DAY HOLIDAY</b>	To be	Guest Speaker
	11/13	Government Influences	assigned	
14	11/18	Physical Facilities	12	Quiz on Chapters 10 and 12
	11/20			
15	11/25	The Future	To be	<b>Completed Projects Due Monday</b>
	11/27	Forecasting and Opportunities	assigned	
16	12/2	Project In-Class Presentations		
	12/4			
17	Last class 12/9	Project In-Class Presentations continued		

**Final Examination: Final Exam Date: Tuesday, December 17 from 0945-1200 in IS-216**

“EAM” = Textbook: *Essentials of Aviation Management*. JF Rodwell 2010-11