



**Southwestern Illinois College
Course Syllabus
Aircraft Dispatcher Practical I AVIA 240
Spring 2021**

GENERAL INFORMATION:

Instructor: Eric T. Stake
Class time: 6:45 - 9:50 p.m. Monday & Wednesday
Semester Hours: 3cr
Class Location: BC 2460 **Campus:** Belleville
Phone: (all 618) 530-1961 (cell) / 229-8597 (work) / 632-9663 (home)
Toll Free in Illinois: 1-800-222-5131
Office Hours: By appointment
E-mail: eric.stake@swic.edu
Website: www.swic.edu or www.stakenet.com

COURSE DESCRIPTION:

This course prepares the student for the FAA Dispatcher computer test to include: Regulations, Equipment, Navigation & Facilities, Aerodynamics, Performance, Weight and Balance, Flight Operations, Emergencies, Hazard & Flight Physiology, Meteorology & Weather Service, based on the Federal Aviation Regulations, ASA and Gleim Test Prep Books.

At the completion of this course, the student should have gained the knowledge and skills required to successfully pass the Federal Aviation Administration Aircraft Dispatcher (ADX) written exam.

COURSE OBJECTIVES:

- 1)** To know how to prepare an aircraft dispatch package demonstrating knowledge of all subject areas in compliance with FAA regulations
- 2)** To successfully take and pass the FAA Aircraft Dispatcher (ADX) written examination.

PREREQUISITES: (all courses 70% or better to apply)

- AVIA 101 (Private Pilot Flight Theory) or equivalent
- AVIA 131 (Air Traffic Control Systems)
- AVIA 141 (Federal Aviation Regulations)
- AVIA 201 (Instrument Flight Theory) or equivalent
- AVIA 260 (Aviation Meteorology)

TEXTBOOK(S) & TOOLS:

TBA

COLLEGE-WIDE CORE COMPETENCIES

Students who complete a degree from SWIC will gain competency in skills related to communication, reasoning, and citizenship. In this class, students will develop skills or be exposed to the following competencies:

Citizenship Skills		Communication Skills		Reasoning Skills	
Civic & Social Accountability	<input type="checkbox"/>	Computer Literacy	XX	Critical Thinking	XX
Personal Accountability	<input type="checkbox"/>	Oral Communication	<input type="checkbox"/>	Quantitative Literacy	XX
		Writing	<input type="checkbox"/>		

GRADING PROCEDURE:

Letter Grade Points (total possible points is 210)

A	189 – 210
B	168 – 188
C	147 – 167
D	126 – 146
F	125 and below

Points for Homework Assignments and Examinations

Task	Value
Test # 1	25
Test # 2	25
Test # 3	25
Test # 4	25
Test # 5	25
Test # 6	25
Final Test # 6	60

Total Course Points: 210

EXTRA CREDIT:

There is no extra credit available for this course.

FAA minimum passing for all exams is 80%. If you do not pass an exam, you will retake the exam; however, your final course grade is based upon the first grade. You must pass each exam with 80%.

It is *highly recommended* that you read each chapter prior to class. This will help you to understand subject material, prepare you to discuss the material in class, and help the instructor to answer any questions and clear up any misconceptions you might have.

ATTENDANCE POLICY:

College Attendance Policy: You are expected to be present for all assigned classes, lectures or laboratory sessions. If you are absent, you must show your instructor that your absence has been for a good cause. If you are absent more times during the semester than the number of times the class meets per week, you may be dropped from the course at the discretion of the instructor. When a student is dropped by an instructor with an effective date before the midterm date of the class a "W" will be recorded. When a student is dropped for non-attendance by an instructor with an effective date after the midterm date, the instructor will have the prerogative to assign a grade of "WF" or "W".

FAA Attendance Requirement: FAA Attendance Requirement: In order to go on and take your FAA Aircraft Dispatch (ADX) examination, you must attend **every** session. Absences **must be made up with additional coursework & instruction** or you cannot obtain your signoff to take the FAA written examination.

FAA minimum passing for all exams is 80%. If you do not pass a course exam, you will retake the exam; however, your final course grade is based upon the first grade. You must pass each exam prior to moving on. Attendance is taken for each class. The instructor is available by appointment for additional instruction.

FAA Performance Requirement: In order to go on and take your FAA Aircraft Dispatch (ADX) examination, you must score **80% or better** on all course tests. If you score less than this, you will most likely not pass your ADX written. Your instructor will provide registration and cost information for the exam. **Students are responsible for the test fee, which is not included in the cost of this course.**

COVID-19 SAFETY PRECAUTIONS

The point of contact for SWIC COVID-19 Response is the **SWIC COVID-19 Response Team**, at **COVID19student@swic.edu**.

To protect your classmates, yourself, and the instructor, you are expected to conduct yourself in a safe manner in this class. You are expected to comply with the following requirements.

- If you are ill with any symptoms suggesting COVID-19, stay home and contact a healthcare provider.
- If you test positive for COVID-19, report this to the SWIC COVID-19 Response Team and do not return to campus until cleared by them.
- If you have been in direct contact with a person who has tested positive for COVID-19, within 6 feet for more than 15 minutes, make a report and do not come to campus until cleared by the COVID-19 Response Team.
- Wear a face mask or face covering at all times on campus in order to inhibit community spread of COVID-19 coronavirus. You must properly wear a face mask or face covering during class, and the mask must remain in place throughout the class session. The face mask or face covering must cover both mouth and nose and must sufficiently block exhaled drops of moisture.
- To the greatest extent possible, you must comply with "social distancing" (stay at least 6 feet apart from others, avoid sharing things, etc.).
- Complete the student health attestation before walking into each class. Attestation forms are located in E-Storm under Student Center – Eval/Survey tab.
- Disinfect your classroom space before and after class. Supplies are in each classroom.

If you do not comply with these requirements, you may not attend class. Repeated incidents of noncompliance may be reported to Public Safety, as well as reported as a student conduct code violation and may result in your withdrawal from the course.

Notify the instructor about any absences from class beforehand or as soon as reasonably possible afterward. For class sessions that you must miss due to illness or quarantine, you will be provided alternate means for engaging in the class and learning if possible.

These requirements may change as governmental and institutional mandates change in response to the current pandemic. The point of contact for SWIC COVID-19 Response is the **SWIC COVID-19 Response Team**, at **COVID19student@swic.edu**.

EMERGENCY CLOSURE STATEMENT

In case of emergency closure, students must log into Blackboard, <https://blackboard.swic.edu/> for specific assignments/instructions. At the Blackboard log in, enter your User Name and SWIC password - choose your course(s) from the My Course menu. Your instructor will notify you where in the course shell specific assignments/instructions are located.

Posting of assignments/instructions during college closure are provided to prevent disruption in the planned course schedule. Some labs may have students complete assignments on alternate dates/times when the college is open. Your instructor must notify you of the practices within that program/discipline.

DISABILITY & ACCESS CENTER

Students with disabilities who believe that they may need accommodations are encouraged to contact the Disability & Access Center at 618-222-5368 or 618-234-3347 (TDD) to ensure that such accommodations are implemented in a timely fashion.

STUDENT LEARNING OUTCOMES

The assessment of student learning is an integral part of the educational experience at Southwestern Illinois College. To this end, the faculty continually assess student learning to improve student success. Occasionally you will be requested to participate in college-wide and/or discipline specific assessment activities. Please take these assessments seriously. The data that is collected will provide valuable information to faculty and will be used to improve student learning at SWIC.

ETHICAL CONDUCT – Academic Dishonesty

Academic Dishonesty-College Policy – Academic misconduct includes, but is not limited to cheating, plagiarism and forgery, failure or refusal to follow clinical practice standards, and soliciting, aiding, abetting, concealing, or attempting such acts. Plagiarism is defined as the act of representing the work of another as one's own. Plagiarism may consist of copying, paraphrasing, or otherwise using written or oral work of another without proper acknowledgment of the source or presenting oral or written material prepared by another as one's own. Refer to the Student Handbook or College Catalog for more details.

ACADEMIC RIGOR STATEMENT

You are enrolled in an academically rigorous college course. Your success in this course will require a significant investment of time outside of the class. According to the Administrative Rules of the Illinois Community College Board (section 1501.309), it is assumed that the student will invest two hours of outside study time for each hour of classroom lecture time and one hour of outside study time for each two hour laboratory session.

Phones in Classroom – All cell phones and electronic devices should be turned off or silenced prior to entering the classroom. Any permission for usage should be obtained prior to the start of class and is at the discretion of the instructor.

Policy for Inclement Weather Conditions – During times of inclement weather, Southwestern Illinois College has three options for dealing with the situation: cancel classes and cease all business, exercise the delayed-start option, or keep the college open. If the college chooses to use the delayed-start option rather than close, the college will open at 10 a.m. The decision to cancel classes or exercise the delayed-start option will be posted on the home page of Southwestern's Web site at swic.edu as well as broadcast on FOX 2 (KTVI), KMOV-TV Channel 4, KSDK-TV Channel 5, and radio stations KMOX-AM 1120 and WIL-FM 92.3.

SWIC Alert – This free emergency alert system sends text messages and/or emails to students and employees. Text messaging is an opt-in notification system where a text message can be received on your mobile phone. SWIC does not charge for this service; however, the only cost is what the cell phone carrier charges to receive text messages. You may choose to receive text messages or emails for a specific campus or all campuses. Once enrolled, your account is active for one year. You will receive notice 30-days before your enrollment will expire.

How to Register

1. Log in to eSTORM at estorm.swic.edu
2. Click Main Menu in the upper left
3. Scroll over SWIC Alert and choose SWIC Alert Signup

Emergency Procedures – General information about the emergency response and evacuation procedures for Southwestern are publicized each year as part of the institution's Clery Act compliance efforts and that information is available on the Southwestern Public Safety website. Emergency Response Guides and Plans are available on the Public Safety website at SWIC.edu.

Official Communication – Your student e-mail account is the official method to communicate between you and your instructor. Official communication will not be sent to your personal e-mail (yahoo, wildblue, gmail etc.).

FAA WRITTEN EXAMINATION:

Upon successful completion of this class, you will have to take the FAA Aircraft Dispatch written examination (ADX) **prior to beginning** AVIA 241. To help you prepare for the FAA written exam, you will have the ASA test prep book. The book has enough information to help you pass your FAA written exam with flying colors!

You will also have access to the Prepware software on the web. This offers both study and testing options for your test preparation.

NOTE: It is highly recommended you schedule your FAA exam *immediately* after the class while the information is fresh in your mind. If you wait...you will have to spend *MORE* time studying the information you just learned.

Once you pass the FAA Written Test, you must follow up with your instructor with your written test score via call, text, or e-mail, and a hard copy in preparation for AVIA 241. We will also collect your IACRA information to assist the FAA examiner for 241.

Keep your test certificate as you will need to bring a copy to AVIA 241 and the original certificate to your FAA examiner for your Dispatch Practical examination following successful completion of AVIA 241.

TOPICAL OUTLINE/COURSE SCHEDULE/HOMEWORK ASSIGNMENTS:

Date	Course Schedule
18 January 2021	Martin Luther King Day Observed (College Closed)
20 January 2021	Intro / Aerodynamics -
25 January 2021	Regulations I -
27 January 2021	Navigation -
1 February 2021	Regulations II - Test: Navigation / Aerodynamics
3 February 2021	Weight & Balance I -
8 February 2021	Flight Operations I - Test: Regulations
10 February 2021	Performance I -
15 February 2021	Flight Operations II - Test: Weight & Balance
17 February 2021	Flight Operations II - Performance II
22 February 2021	Performance II - Meteorology I Test: Flight Operations / Weight & Balance
24 February 2021	Performance III
1 March 2021	Meteorology I - Meteorology II Test: Performance
3 March 2021	Meteorology II - Emergencies / Physiology
8 March 2021	Emergencies / Physiology - Test Prep and Review Test: Meteorology
10 March 2021	AVIA 240 Final (Practice Test)
14 – 21 March 2021	Spring Break
22 March 2021	Prepare for AVIA241 -