



2017-18
DUAL ENROLLMENT
AVIATION TECHNOLOGY
2ND YEAR
STUDENT GUIDELINES

For more information, contact:

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Notice of Non-discrimination: It is the policy of Kalamazoo Regional Educational Service Agency that no discriminating practices based on race, color, national origin, sex (including sexual orientation or sexual identity), disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information, or any other legally protected category be allowed during any program, activity, service or in employment. The following position at Kalamazoo RESA has been designated to handle inquiries regarding the nondiscrimination policy: Assistant Superintendent of Human Resources, Tom Zahrt. Contact information: 269-250-9200, 1819 E. Milham Ave, Portage, MI 49002.

EFE Aviation Tech YEAR 2

WHO CAN ENROLL

Aviation Year 1 students who earn a grade of C or higher in both their KCC college courses and their high school EFE Aviation Tech Year 1 course, and have the written permission of their Year 1 instructor, have the option to enroll in the EFE Aviation Tech 2nd year program during their senior year.

PROGRAM LOCATION, CLASS TIME & TRANSPORTATION:

The Aviation Tech second year students meet from 12:15-1:45 pm, Wednesdays, at the Air Zoo, primarily in the East Campus Building. In addition, second year students are welcome to attend any field trips, class projects and class speakers on days other than Wednesday's with the permission of the Aviation Tech instructor. Transportation from home schools to the Air Zoo facility is provided by some districts. Check with your high school regarding transportation.

There are no requirements for the students to be on the KCC campus. Considerable time will be required outside of the EFE class time to complete KCC coursework requirements.

TUITION AND CLASS FEES:

Your tuition and class fees associated with enrollment in the college course work are paid by EFE. **If you make a decision not to enroll and register in this program please notify your high school, as well as your Aviation Tech instructor and the EFE office (250-9311 or cameron.buck@kresa.org) so you are dropped from the course correctly.**

TRANSCRIPTS, GRADES AND CREDITS:

HIGH SCHOOL: You will earn high school credit for successfully passing your Aviation Tech class. Your high school sets the number of high school credits that can be awarded for each class. At the end of each 18-week semester, your transcribed semester grade in the course will be reported to your high school and an EFE report card will be issued to you at your home address. Your high school grade will be posted to your high school transcript.

As there are many components to the EFE Aviation Tech course that constitutes the final high school grade, please consult the EFE Aviation Tech course syllabus to determine how high school grades are computed. Grades and attendance can be monitored for this course through the EFE Grade & Attendance system. Access codes for the system will be issued to students/families in the fall.

COLLEGE: You will earn KCC college credit for successfully passing your dual enrolled KCC coursework. It is extremely important to take the course seriously as your grades will be reflected on your college transcript FOREVER! Students must achieve a grade of C or better to transfer credit to WMU-College of Aviation. You will need to check the grade minimum for transfer credit to other 4-year institutions. Consult your KCC course syllabus to determine how your KCC grade is computed for your course.

EFE and KCC COMMUNICATION:

Contact information for the EFE Aviation Tech instructor will be provided on the course syllabus. EFE welcomes parental communication. As an off-site program, our program instructor will not be present at parent teacher conferences held at your high school. EFE encourages parents to be proactive and contact the instructor directly to set any needed conference.

KCC instructors, on the other hand, will communicate your progress only to you. Postsecondary instructors are not allowed to communicate with your parents or other third parties such as school counselors, principals, etc. Parents, counselors, and principals should talk to you to get updated progress reports, or call the EFE office at 250-9311 with any concerns.

TEXTBOOKS:

EFE will purchase all required high school and college textbooks and loan them to you. All textbooks must be returned to the EFE instructor on the last day of each semester in useable condition. You will be held liable for lost or unusable textbooks. High schools will be asked to place a hold on diplomas until any liability is cleared. If you need to replace a textbook, used textbooks in reasonable condition (as determined by EFE) will be accepted, but the textbook must be the same publisher's edition issued to you.

PROGRAM CALENDAR:

THE START DATE FOR THIS PROGRAM IS WEDNESDAY, SEPTEMBER 6. You will be provided with an EFE Aviation Tech program calendar at the start of the school year. This program will follow the EFA/EFE Off-Site calendar for shared programming. The calendar outlines when the program is open for students. Since this program serves students from the entire county, calendar conflicts will occur. You are expected to attend class each day the program is open for students unless your home high school is closed. If your home high school is open on a closure day for this EFE program, you will need to follow your home high school directives. For example, some high schools require off-campus students who cannot attend their EFE class due to a calendar conflict to report to the school library.

KELLOGG COMMUNITY COLLEGE – KEY DATES:

<p>Fall 2017 June 5: Registration opens August 31: Classes start November 23-25: College closed for Thanksgiving Break beginning at 5pm on November 22 December 18: Classes end</p>	<p>Spring 2018 January 12: Classes start January 15: College closed for Martin Luther King Jr. Day March 30: College closed for Good Friday April 2-7: Spring Break May 7: Classes end</p>
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**All college coursework must be complete by the KCC end-of-semester dates. High school semester grade computation will follow the 18-week EFE grade schedule.*

SNOW SCHEDULE & INCLEMENT WEATHER:

This program is located within the Portage Public School District (PPS) boundaries. Therefore, the program will close due to inclement weather if PPS closes. If your home high school is closed due to inclement weather, you are not expected to attend the EFE Aviation Tech program. Since you do not report to the KCC campus, this program does not follow the closure calendar for KCC. However, you must adhere to all KCC course deadlines even if your school is closed. Online courses are not affected by campus or high school closure dates.

CAMPUS RESOURCES AND SPECIAL SERVICES

For the dual enrolled college portion of this program, you will be responsible for advocating for yourself to access special services and college resources to be successful in your KCC classes. If you have an Individual Educational Plan (IEP), we strongly encourage you to initiate services or get more information at: Support Services at Kellogg Community College Telephone: 269-965-4150 Email: supportservices@kellogg.edu

GROUND SCHOOL

This course is NOT designed to prepare you to take the FAA ground school portion of the Private Pilot’s License. If you are interested in preparing for this exam, seek out a licensed instructor. You may want to start your search by looking into online vendors such as King Schools (www.kingschools.com) or Jeppesen (www.jeppesen.com). These courses generally include access to current versions of online textbooks and study guides. EFE is not in a position to review or recommend licensed instructors or vendors for students.

JOB SHADOWING

Second year students in Aviation Tech have a job shadowing requirement. Job Shadows are an important and impactful part of the second year experience. Students will be provided a *Job Shadow Guidelines* packet during the first week of school. This packet provides you with the information and resources you need to be successful with this class requirement. Your job shadow assignments will be graded according to the grading rubric found in the packet. These assignments will be provided a weight in your high school grade calculation. Refer to the class syllabus and job shadowing packet for more information.

KELLOGG COMMUNITY COLLEGE COURSES FOR EFE AVIATION TECH YEAR 2

SECOND YEAR, 1ST SEMESTER

AVIA 100 - Introduction to Aviation (WMU AVS 1200)

This course surveys the major topics in the aviation industry. Components of the course include history, regulations, air space, and fundamentals of flight, propulsion, and navigation. Basic crew concepts are introduced and various career paths are investigated. Corporate, airline and airport operations are discussed.
Credits: 3 hours

SECOND YEAR, 2ND SEMESTER

AVIA 115 - Intro Airframes and Systems (WMU AVS 1220)

This course introduces students to light aircraft construction styles, materials and systems. Students become familiar with system function, operation, cockpit controls and indications. Safety around aircraft is emphasized.
Credits: 2 hours

AVIA 130 – Intro to Aircraft Powerplants (WMU AVS 1225)

This course introduces students to typical aircraft engines including reciprocating and gas turbine engines. Operating cycles, power generation, operating parameters, engine specifics are studied. Typical systems found on these powerplants are studied with an emphasis on nomenclature, function, operation and safety.
Credits: 2 hours

HIGH SCHOOL STUDENT CHECKLIST FOR AVIATION TECH YEAR 2

<p>DONE</p>	<p><input checked="" type="checkbox"/> HIGH SCHOOL COUNSELOR APPROVAL</p> <p>Submit a completed EFE Application to your HS counseling office by your school’s EFE application deadline. Your application must be signed by your Year 1 instructor giving you permission to enroll in the Year 2 program. Your application will need to be reviewed and approved by the counseling office. In most cases, your EFE application is submitted before final grades in the Year 1 course and KCC are posted. EFE will verify you meet the minimum grade of C in both your Year 1 high school course and the college coursework. If you do not achieve the required grade of C in both, your counseling office will be notified by EFE and you will need to have your class schedule modified.</p>
<p>DEADLINE: May 1</p> <p>(may not apply to all students – only if you have a new address)</p> <p>Documents must be submitted to your EFE instructor by this date or to Cameron Buck at the KRESA offices.</p>	<p><input type="checkbox"/> PROVIDE PROOF OF RESIDENCY</p> <p>1. <u>IF THE ADDRESS YOU LISTED ON YOUR ENROLLMENT PACKET has not changed</u> since the last KCC semester, then your Proof of Residency documents on file at KCC are still valid. <u>You are not required to re-submit.</u></p> <p><u>If you listed a new address on your ENROLLMENT PACKET - Provide proof of residency:</u> a copy of a picture ID with current mailing address. A Driver’s License or Michigan ID is preferred. If you have neither of these ID’s, you can use a high school picture ID card (full name and school name) if it is not more than one-year-old and the picture on the ID is clear <u>AND</u> it is accompanied with proof of address information (must include your full name, current mailing address, and printed on a high school transcript, drivers permit, or official mail addressed to you.)</p>
<p>June 10</p>	<p><input type="checkbox"/> REGISTRATION</p> <p>Since you are a current student at KCC, you do not need to apply again. Once registration opens for the fall semester, you register for a course online using the Bruin Web Portal on KCC’s website (www.kellogg.edu) just as you did in previous semesters.</p> <p>You will be registering for the AVIA 100 – Introduction to Aviation course after open enrollment starts at KCC on June 5. Time will be provided during your Aviation Tech 1 class to complete the registration process. Please ask your Aviation Tech 1 instructor for any assistance you may need.</p> <p><u>Only register for the fall semester class. You will register for the Spring Semester courses in late October. The help number for registration at KCC is 269-965-5522.</u></p>



ACCUPLACER Reading Score: _____ Testing Center used: _____ Report provided: _____

2017-18 Aviation Technology GUIDELINES

Acceptance Form

I received a copy of the Aviation Tech GUIDELINES for EFE and reviewed them. By signing below, I acknowledge the requirements for successful completion of this program.

Student Name (printed): _____

Student signature: _____

Date: _____

Parental/Legal Guardian signature: _____

Date: _____

Summer contact information

PLEASE PRINT LEGIBLY AND IN BLACK/BLUE INK. THE EFE OFFICE MAY NEED TO CONTACT YOU OVER THE SUMMER TO ENSURE YOU ARE READY FOR THE CLASS THIS FALL.

Student Email: _____

Parent Email (optional): _____

Primary Phone number: _____ Alternate Phone number: _____

Home Address: _____

High School attending: _____

Counselor: _____

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