

AVIATION TECHNOLOGY II DUAL ENROLLMENT 2022-2023

WELCOME TO THE AVIATION TECHNOLOGY II PROGRAM!
PLEASE NOTE THERE ARE STEPS YOU MUST TAKE NOW TO PREPARE FOR THIS COURSE!
It is extremely important to read this Student Guidelines Packet in its entirety.

By June 1, 2022	<ul style="list-style-type: none"> ➤ Provide proof of residency (if you have moved) ➤ Email page 6 of this packet to CTE
By July 1, 2022	<ul style="list-style-type: none"> ➤ Register for AVIA 110 – Aerodynamics and Performance (Bruin Portal opens June 6 for fall registration) <i>*Continuation in Aviation II is contingent upon completion of Aviation I and AVIA 100 with an 80% or higher and teacher approval</i>
August 29, 2022	<ul style="list-style-type: none"> ➤ KCC AVIA 110 begins
August 31, 2022	<ul style="list-style-type: none"> ➤ CTE Aviation II class begins
By December 9, 2022	<ul style="list-style-type: none"> ➤ Register for: <ul style="list-style-type: none"> ○ AVIA 115 – Intro to Airframes and Systems ○ AVIA 130 – Intro to Aircraft Powerplants
December 16, 2022	<ul style="list-style-type: none"> ➤ AVIA 110 class ends
January 17, 2023	<ul style="list-style-type: none"> ➤ KCC AVIA 115 and 130 begin

Instructor:
Al Holloway
 aholloway@airzoo.org
 269-998-5128

For more information, contact:
Diane Fort
 Program Coordinator
 diane.fort@kresa.org
 269-250-9316
 KRESA's Career & Technical Education

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 positions at Kalamazoo RESA have been designated to handle inquiries regarding the nondiscrimination policy: Assistant Superintendents — Tom Zahrt and Mindy Miller. Contact information: (269) 250-9200, 1819 E. Milham Ave, Portage, MI 49002.

HIGH SCHOOL STUDENT CHECKLIST FOR AVIATION TECH II

By end of 2nd semester	<p>HIGH SCHOOL COUNSELOR AND INSTRUCTOR APPROVAL</p> <p>CTE will verify students meet the minimum grade of B (80%) in both the CTE Aviation I high school course and KCC's Aviation 100 course. If students do not achieve the required grade in both, the counseling office will be notified by CTE and students will need to have their class schedule adjusted.</p>
By June 1	<p><input type="checkbox"/> PROVIDE PROOF OF RESIDENCY</p> <p><i>If your address has not changed since the last KCC semester, then your proof of residency document on file at KCC is still valid. <u>You are not required to re-submit.</u></i></p> <p><i>If you have a new address, you must provide proof of residency again:</i> a copy of student's driver's license or Michigan ID is preferred. If you have neither of these ID's, you can submit a copy from your school's student information system, as long as a picture is included.</p> <p><i>Documents must be submitted to your CTE instructor by this date or to Diane Fort, diane.fort@kresa.org at the KRESA CTE office.</i></p> <p><input type="checkbox"/> SUBMIT PAGE 6 OF THIS PACKET: Guidelines Acceptance Form</p> <p><i><u>Please convert documents to pdf prior to sending.</u></i></p>
By July 1	<p><input type="checkbox"/> REGISTER FOR AVIA 110</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 AVIA 110 - Aerodynamics and Performance using the Bruin Web Portal on KCC's website (www.kellogg.edu) just as you did previously.</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>
August 29	<p><input type="checkbox"/> AVIA 110 CLASS BEGINS</p>
August 31	<p><input type="checkbox"/> CTE AVIATION II CLASS BEGINS</p>

2022-2023 DUAL ENROLLMENT AVIATION TECH II GUIDELINES

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 accommodations through an Individual Educational Plan (IEP) or 504 plan, 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.

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. Your college course counts toward 40% of your total CTE Aviation Tech grade during second semester.

CTE and KCC COMMUNICATION

Contact information for the CTE Aviation Tech instructor can be found on the front cover of this packet. CTE welcomes parental communication. As an off-site program, the program instructor will not be present at parent teacher conferences held at your high school. CTE encourages parents to be proactive and contact the instructor directly to set any needed conference.

KCC instructors, on the other hand, will communicate progress only to the student. Postsecondary instructors are not allowed to communicate with parents or other third parties such as school counselors, principals, etc. Parents, counselors, and principals should talk to students to get updated progress reports or call Diane Fort in the CTE office at 269-250-9316 with any concerns.

FERPA

Family Educational Rights to Privacy Act (FERPA) grants an eligible student the right of privacy for all education records. An eligible student is someone who has reached 18 years of age or who is attending an institution of post-secondary education. FERPA rights for a dual enrolled student begin the day the student is first admitted and enrolled in a class at KCC (regardless of age). FERPA rights do not apply to prospects or students who have been admitted but have not enrolled. Under these rules, parent/guardians may attend a student's orientation and initial academic counseling session. Kellogg Community College instructors will only communicate with the student. **Students should check their KCC email account daily for important messages from instructors.** Consequently, it is the student's responsibility, not the parent/guardian, to consult with the instructor regarding assignments, tests, and grades.

GROUND SCHOOL

The CTE Aviation Technology program 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. CTE is not able 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. Students will complete two job shadows first semester and two during second semester.

KELLOGG COMMUNITY COLLEGE – KEY DATES

<u>FALL SEMESTER 2022</u>	<u>SPRING SEMESTER 2023</u>
June 6: Registration opens August 29: Classes start September 5: College closed for Labor Day October 24: Spring registration opens November 22-25: College closed for Thanksgiving Break December 16: Classes end	January 16: College closed for Martin Luther King, Jr. Day January 17: Classes start March 27 - 31: Spring Break May 8: Classes end

**All college coursework must be complete by the KCC end-of-semester dates. High school semester grade computation will follow the 18-week CTE grade schedule.*

OPT-OUT OF RELEASING STUDENT INFORMATION

Kalamazoo RESA, Education for the Arts (EFA) and Education for Employment (CTE), occasionally showcase student achievements, successes and event participation through news articles and photo opportunities in school newspapers, local newspapers, course catalogs, Kalamazoo RESA websites as well as other educational and promotional efforts. Information used may include student's name, photo, home school, grade level, activities/awards and enrolled program.

Kalamazoo RESA, EFA and CTE may ask students to participate in written surveys to evaluate and improve EFA/CTE programming. Surveys are voluntary and anonymous. Also, Kalamazoo RESA EFA and CTE provide student directories to colleges for articulation (college credit) purposes. This information may include student's name, address, telephone number, date of birth, home school, CTE and/or EFA enrolled program and grade. Parents wishing to opt a student out of news articles, photo opportunities, surveys and/or directory listings should contact Kalamazoo RESA EFA and/or CTE in writing to request omission by the 4th Friday of the class. Cameron Buck, Career & Technical Education Director, 1819 E Millham, Portage, MI 49002, cameron.buck@kresa.org.

PROGRAM CALENDAR

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 CTE program, you will need to follow your home high school directives.

PROGRAM LOCATION, CLASS TIME & TRANSPORTATION

The Aviation Tech second year students meet from 12:15-1:45 pm, Wednesdays, online. In addition, second year students are welcome to attend any field trips, class projects and class speakers on days other than Wednesday with the permission of the Aviation Tech instructor.

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

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 CTE 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.*

TRANSCRIPTS, GRADES AND CREDITS

You will earn high school credit for successfully passing the CTE Aviation Technology program. 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 transcript semester grade in the course will be reported to your high school and a CTE report card will be issued to you at your home address. Your high school grade will be posted to your high school transcript. Grades and attendance can be monitored for this course through the CTE student information system, PowerSchool. Access codes for the system will be issued to students/families in the fall.

TUITION AND CLASS FEES

Your tuition and class fees associated with enrollment in the college course work are paid by CTE. **If you decide not to enroll in this program please notify your high school counselor, as well as your Aviation Tech instructor and Diane Fort in the CTE office (269-250-9316 or diane.fort@kresa.org), so you are dropped from the program correctly.**

TEXTBOOKS

CTE will purchase all required high school and college textbooks and loan them to you. All textbooks must be returned to the CTE 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.

WHO CAN ENROLL?

Aviation Tech I students who earn a grade of B (80%) or higher in both their KCC college course and their high school CTE Aviation Tech I course and have been recommended by their instructor, have the option to enroll in the CTE Aviation Tech 2nd year program during their senior year.

KELLOGG COMMUNITY COLLEGE COURSES FOR CTE AVIATION TECH YEAR 2

SECOND YEAR, FALL 2022 SEMESTER

Enrollment in the 2nd year CTE Aviation Tech program requires an 80% or better in the high school and college course during year 1, plus the recommendation of the CTE teacher.

AVIA 110 - Aerodynamics and Performance (WMU AVS 1210)

Theory of flight, aircraft structure and control, propulsion, performance, and weight and balance. **Credits:** 2 hours

SECOND YEAR, SPRING 2023 SEMES3ER

AVIA 115 - Intro to 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 and engine specifics are studied. Typical systems found on these power plants are studied with an emphasis on nomenclature, function, operation and safety.

Credits: 2 hours

This page is intentionally left blank.



**2022-2023
DUAL ENROLLMENT
AVIATION TECH II
PROGRAM GUIDELINES
ACCEPTANCE FORM**

Email this page by June 1, 2022 to Diane Fort at diane.fort@kresa.org.

I received a copy of the CTE Dual Enrollment Guidelines and reviewed them. By signing below, I acknowledge understanding the requirements for successful completion of this program.

Student name (printed): _____

Student signature: _____

By signing below, I acknowledge understanding the requirements for successful completion of this program.

Parental/Legal Guardian name (printed): _____

Parental/Legal Guardian signature: _____

Date: _____

Mailing address: _____
Street Address City Zip Code

Student email: _____

Student cell number: _____

Parent/legal guardian email:

Parent/legal guardian phone number: _____

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 positions at Kalamazoo RESA have been designated to handle inquiries regarding the nondiscrimination policy: Assistant Superintendents — Tom Zahrt and Mindy Miller. Contact information: (269) 250-9200, 1819 E. Milham Ave, Portage, MI 49002.