

## Congratulations on your acceptance into the CTE Aviation Tech I program for the 2023-2024 school year!

Kalamazoo RESA Career and Technical Education (CTE) invite you and your parent/guardian to attend an orientation highlighting next year's CTE Aviation Tech I experience. This orientation is important, and we encourage a parent/guardian to attend with the student. Please join us on **Wednesday, May 3, at 6:00 pm** at the Air Zoo, 6151 Portage Road.

In this meeting, you will have the opportunity to:

- Meet the instructor
- Learn about the program's year-long expectations, and logistics
- Learn more about the dual enrollment classes with Kellogg Community College in partnership with WMU College of Aviation
- Learn how successful completion of the course can lead to future opportunities
- Ask questions

The attached program guidelines will be discussed in detail during the orientation. Please review ***prior to*** and bring this packet with you. Students and parents/guardians need to sign the program guidelines acceptance form on page 7 and turn it in at orientation.

**Special Note:** You are receiving this packet because your name was provided to us by your school counselor as enrolling in a CTE program. If in doubt, check with your counselor. We apologize if this packet was sent to you in error.

**Instructor:**

**Bridgette Elston**

[bridgette.elston@kresa.org](mailto:bridgette.elston@kresa.org)

269-365-3794

***For more information, contact:***

**Diane Fort**

Program Coordinator

[diane.fort@kresa.org](mailto:diane.fort@kresa.org)

269-250-9316

KRESA Career and Technical Education

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## **AVIATION TECH I GUIDELINES 2023-2024 DUAL ENROLLMENT**

This is an off-site CTE program, located at the Air Zoo's Flight Discovery Center, that combines dual enrolled online college courses hosted by Kellogg Community College (KCC) and wraparound hands-on instruction hosted by Career & Technical Education (CTE). The 1<sup>st</sup> semester of this program offers foundational and exploratory instruction in an applied hands-on learning environment. This continues during 2<sup>nd</sup> semester, but CTE adds another component, a 3-credit online college course. This guidelines packet is designed to provide you with the information you need to be successful in an off-site CTE environment, as well as introduce you to some of the duties and responsibilities that high school students face as new college students.

### **ATTENDANCE**

Good attendance is critical to this program. More information regarding attendance requirements and consequences for poor attendance will be outlined in the ***CTE Off-Site & Transfer Programs Student/Parent Handbook***. You will receive information on how to access the handbook in the fall. Parents and students are required to review the handbook.

### **CTE 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.

### **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](http://www.kingschools.com)) or Jeppesen ([www.jeppesen.com](http://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**

First year students in Aviation Tech have a job shadowing requirement. Job shadows are an important and impactful part of the first-year experience. Students will receive a *Job Shadow Guidelines* packet. This packet provides you with the information and resources you need to be successful with this class requirement.

### **PROGRAM CALENDAR**

**The start date for this program is Tuesday, August 29.** This program will follow the CTE Off-Site calendar for shared programming. 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 unless your high school is closed. If your high school is open on a closure day for this CTE program, you will need to follow your high school directives.

## **PROGRAM LOCATION, CLASS TIME & TRANSPORTATION**

The Aviation Tech I program meets from 7:45 – 9:15 and 9:45 – 11:15, Monday through Friday, at the Air Zoo’s Flight Discovery Center. Students are enrolled in one of these sections by their counselor. Transportation from schools to the Air Zoo facility is provided by some districts. Check with your high school regarding transportation. The KCC dual enrolled course is completely online, and there are no requirements for the students to be on the KCC campus. Support, resources and class time will be provided for the KCC online course as part of the CTE Aviation Tech program. Time may be required outside of the CTE class time to complete 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 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. 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.

**Aviation students who maintain at least an 80% average in both their college course and their high school course have the option to enroll in the CTE Aviation Technology 2<sup>nd</sup> year program during their senior year and earn an additional 6 college credits.**

## **KELLOGG COMMUNITY COLLEGE DUAL ENROLLMENT GUIDELINES**

### **KEY DATES FOR 2<sup>ND</sup> SEMESTER**

#### **SPRING SEMESTER 2024**

January 15: College closed for Martin Luther King, Jr. Day

**January 16: Classes start**

March 25 - 29: Spring Break

May 7: 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.*

### **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. Special Education and 504 plans are not applicable at the level. However, other services may still be available. 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](mailto:supportservices@kellogg.edu).

## **COLLEGE CREDIT**

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 through the Bridge agreement. 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.

## **COMMUNICATION**

***KCC instructors 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.

## **PLACEMENT TEST SCORES**

Students must meet KCC's reading score benchmark to take AVIA 100 second semester, as measured by the Accuplacer Next Generation test (minimum score = 244), PSAT or SAT (minimum score = 25) ***(see page 6 for more details).***

## **TEXTBOOKS**

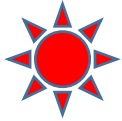
CTE will purchase all required high school and college textbooks and loan them to students. All textbooks must be returned to the CTE instructor on the last day of each semester in useable condition. You will be held liable for lost or unusable textbooks. High schools will be asked to place a hold on diplomas until any liability is cleared.

## **TUITION AND CLASS FEES**

Your tuition and class fees associated with enrollment in the college course are paid by CTE. ***If you decide not to enroll in this program, please notify your high school counselor and Nora Hafez in the CTE office (269-250-9309 or [nora.hafez@kresa.org](mailto:nora.hafez@kresa.org)), so you are dropped from the program correctly.***

## **WMU COLLEGE OF AVIATION BRIDGE DOCUMENT**

Western Michigan University-College of Aviation will accept transfer credits as part of a bridge document with KCC if you achieve a grade of C or better in your KCC prescribed college coursework.



**THIS PROGRAM IS RIGHT FOR YOU IF:**

*(advice shared by former 1st-year Aviation Tech students regarding the online college coursework portion of the program)*

- You are prepared and motivated to take on the challenge of college level coursework.
- You are proficient in college level study skills (notetaking skills are critical).
- You can be proactive and seek out information you need to be successful ~ as opposed to sitting back and waiting for someone to provide you information (this includes communicating with the CTE instructor, emailing the KCC instructor for guidance and clarification, communicating with other students and/or forming study groups).
- You can study independently; organize your time; work without constant attention, reminders and communication from an instructor.
- You are a student that takes assignments seriously (reads all assigned materials, checks out recommended web links for further information; studies and comprehends all posted media content).
- You are proficient in using a course calendar or student planner and juggle deadlines of a college academic year, as well as a high school semester or trimester schedule.
- You are proficient in the use of common and basic technology tools such as using a laptop, accessing the internet, search engines, browsers, emails, electronic textbooks, YouTube, and Moodle-based instructional formats.
- You can monitor both a high school email account and a KCC email account.
- You understand the importance of reading and comprehending the information in a course syllabus.
- You can follow the enrollment and registration directives of KCC and meet deadlines (registration, application forms, tuition authorization forms; change of address paperwork; proof of residency documentation, assessment reporting; completing an online prerequisite course, etc.).
- You can successfully navigate a course with multiple instructors (instructors with different personalities, expectations, grading protocols, etc.).

# KELLOGG COMMUNITY COLLEGE COURSES FOR CTE AVIATION TECH

## YEAR 1 AND 2

### FIRST YEAR, SPRING 2024 SEMESTER

#### **AVIA 100 - Introduction to Aviation (WMU AVS 1200)**

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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

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### SECOND YEAR, FALL 2024 SEMESTER

*Enrollment in the 2<sup>nd</sup> 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 115 – Intro to Airframes and Systems (WMU AVS 1220)**

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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

### SECOND YEAR, SPRING 2025 SEMESTER

#### **AVIA 110 - Aerodynamics and Performance (WMU AVS 1210)**

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

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

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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

## **KCC TESTING GUIDELINES FOR FALL 2023**

### **ASSESSMENT REQUIREMENT**

Kellogg Community College has set a prerequisite reading level requirement for this course as assessed by the Accuplacer Next Generation test or the PSAT. Next Generation is a computer adaptive placement test offered at KCC, KVCC and many high school counseling offices. Students will need to provide proof that they have met the **reading** minimum requirement before given permission to register for the dual enrolled aviation courses at Kellogg Community College.

**Accuplacer Next Generation minimum reading score required = 244**

**OR**

**PSAT or SAT minimum reading score required = 25**

**If students already have these scores on file, please send a copy of the results page with full name displayed to Nora Hafez, Registrar, [nora.hafez@kresa.org](mailto:nora.hafez@kresa.org).**

As an option, KCC will send an approved testing staff member to the CTE Aviation Tech classroom prior to the end of first semester. Students will take the Accuplacer Next Generation test in the classroom setting. If a student does not meet the minimum requirement on their first attempt, they can retest with Kellogg Community College, but there may be a charge to take the test a second time.

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**2023-2024  
DUAL ENROLLMENT  
AVIATION TECH I  
PROGRAM GUIDELINES  
ACCEPTANCE FORM**

**Turn in this page at the orientation or by June 1, 2023 to Nora Hafez at [nora.hafez@kresa.org](mailto:nora.hafez@kresa.org).**

I received a copy of the CTE Aviation Tech I Guidelines and reviewed them. By signing below, I acknowledge understanding the requirements for successful completion of this program. **This includes the need to earn an 80% in my CTE Aviation I course, as well as my Kellogg Community College dual enrollment course, AVIA 100, in order to be considered by the instructor for Aviation II.**

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: \_\_\_\_\_

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