



2017-18
AVIATION TECHNOLOGY
1ST YEAR
STUDENT GUIDELINES

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EFE Aviation Tech YEAR 1

This class is an off-site EFE program that combines dual enrolled online college courses hosted by Kellogg Community College (KCC) and wraparound hands-on instruction hosted by Education for Employment (EFE). The first semester of this program offers foundational and exploratory instruction in an applied hands-on learning environment. This continues during 2nd semester, but EFE adds another component, a 2-credit college course.

This guidelines packet is designed to provide you with the information you need to be successful in an off-site EFE environment as well as introduce you to some of the duties and responsibilities that high school students face as new college students.

WHO CAN ENROLL

11th and 12th grade students must have the permission of their high school counselor to enroll in this program. Students must meet KCC's reading score minimum as measured by the ACCUPLACER test.

PROGRAM LOCATION, CLASS TIME & TRANSPORTATION:

The Aviation Tech I program meets from 12:15-1:45 pm, Monday through Friday, at the Air Zoo, primarily in the East Campus Building. Transportation from home 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, 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 EFE Aviation Tech program. Time may be required outside of the EFE class time to complete coursework requirements.

ATTENDANCE

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

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.

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.

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.

TUITION AND CLASS FEES:

Your tuition and class fees associated with enrollment in the college course work are paid by EFE.

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.

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.

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

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. Furthermore, aviation students who maintain at least a C average in both their college course and their high school course have the option to enroll in the EFE Aviation Technology 2nd year program during their senior year and earn an additional 7 college credits.

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.



THIS COURSE 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 for college level coursework and are motivated to take on the challenge of college level coursework;
- You are proficient in college level study skills (notetaking skills are critical);
- You are able to be proactive and seek out information that you need to be successful ~ as opposed to sitting back and waiting for someone to provide you information (this includes communicating with the EFE 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, You Tube, and Moodle-based instructional formats;
- You are able to monitor both a home/personal email system as well as a KCC email system;
- You can study for exams that may constitute more than 40% of your final grade in the KCC course;
- 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 are able to successfully navigate a course with multiple instructors (instructors with different personalities, expectations, grading protocols, etc.)

KELLOGG COMMUNITY COLLEGE COURSES FOR EFE AVIATION TECH YEAR I AND II

FIRST YEAR, 2ND SEMESTER (WINTER 2018)

KCCS C100 Online Learner Orientation

Register as a class this fall

This course is designed to help students understand what it takes to be successful in an online class. Online classes have different requirements and use different skills sets than face-to-face classes. This orientation will take students approximately two hours to complete. Once completed, it will take approximately one business day for grades to be entered to satisfy the prerequisite. This course must be successfully completed before students are able to register for any online KCC course. Students will complete this course as an assignment during their EFE Aviation coursework.

AVIA 110 - Aerodynamics and Performance (WMU AVS 1210)

Register as a class this fall

Theory of flight, aircraft structure and control, propulsion, performance, and weight and balance.

Credits: 2 hours

SECOND YEAR, 1ST SEMESTER

Enrollment in the 2nd year EFE program requires a C or better in the high school and college course during Year 1 plus the recommendation of the Year 1 EFE teacher.

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

KCC TESTING GUIDELINES FOR FALL 2017

ASSESSMENT REQUIREMENT

Kellogg Community College has set a prerequisite reading level requirement for this course as assessed by ACCUPLACER. ACCUPLACER is a computer adaptive placement test offered at KCC, KVCC and many high school counseling offices. You will need to provide proof that you have met the ACCUPLACER testing requirement for READING before you will be able to register for the dual enrolled aviation courses.

ACCUPLACER Reading: Minimum score required: 60

Bring proof of this minimum reading score to the Aviation Tech I orientation.

ACCUPLACER TESTING is offered at these local locations:

1. Kellogg Community College, 450 North Avenue, Battle Creek. Testing & Assessment Center, Ohm Information Technology Center, Room 108;
2. KVCC, Texas Township or Arcadia Campus;
3. Your high school counseling office (may not be available at all schools).

Please use the testing center most convenient to you. **Remember to tell the testing center that you only have to take the READING subtest.**

ACCUPLACER Testing at KCC: Students can take the ACCUPLACER assessment before submitting an application. Battle Creek campus testing hours are Mon.-Thurs., 10 am - 4 pm. To check out what you need to bring to the testing center, and other requirements, check out their website at: <http://www.kellogg.edu/admissions/testing-assessment/> or email (testing@kellogg.edu) or call 269-965-4136. If you take your ACCUPLACER test at KCC, then your grade report will be automatically sent to your student file on campus.

ACCUPLACER Testing at KVCC: If it is more convenient to use the KVCC assessment centers, you will need to apply to KVCC and receive an acceptance letter with your V number in order to use the assessment centers on the KVCC campus. Go to www.kvcc.edu/apply. Follow the online directions to create an account and apply. You should receive your acceptance letter in the mail within one week that contains your V number. Bring proof of residency (student ID, driver's license) and the KVCC acceptance letter that contains your V number.

- ACCUPLACER testing is available at KVCC on a walk-in basis in the KVCC testing centers. Students may call: 269-488-4235 for the Testing Center hours at the Texas Township Campus (Room 2210). Students may call: 269-373-7815 for the Testing Center hours at the Arcadia Campus

ACCUPLACER score reports will not automatically be uploaded to KCC. You will need to send your ACCUPLACER Score Report to the EFE office for the scores to be transferred to KCC.

ACCUPLACER Testing at your high school: See your counselor. Some local high school counseling offices can offer the ACCUPLACER assessment within the high school. You will be advised to apply to KVCC in order to use this testing option. See directions above. ACCUPLACER score reports will not automatically be uploaded to KCC. You will need to send your ACCUPLACER Score Report to the EFE office for the scores to be transferred to KCC.

ACCUPLACER information and test taking study guides are available online at:

<https://ACCUPLACER.collegeboard.org/student/practice>



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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