

**SOUTHERN ILLINOIS UNIVERSITY CARBONDALE
COLLEGE OF APPLIED SCIENCES AND ARTS
OFFICE OF OFF-CAMPUS ACADEMIC PROGRAMS**

COURSE SYLLABUS

AVM 402 – Aviation Industry Career Development

FACULTY:

Melvin Zahn III
P.O. Box 411151
Melbourne, FL 32940-9998
Cell: (321) 536-8428
e-mail: flugzeug7@yahoo.com

Education: M.B.A., Aviation. Embry-Riddle
Aeronautical University
B.A., Journalism. The University
of Wisconsin-Madison

MISSION STATEMENT:

Aviation Management is a broad-based aviation educational program designed to augment technical skills and develop managerial skills necessary for a career in aviation and related industries.

COURSE DESCRIPTION:

The course provides an overall description and forecast of the employment possibilities in the aviation industry, as well as specific information regarding how to apply for such employment. Also covered is the preparation of the future aviation professional for the employment search, including such items as personal assessment completion, resume construction, interviewing skills, writing letters of appreciation, using references, networking, employment referral agencies/services, and continuing education. Not for graduate credit.

PREREQUISITES:

Aviation Management major, or consent of the department.

PREREQUISITE FOR:

Not applicable (none).

REQUIRED TEXTBOOK:

Powell, C. (2004). *Career planning strategies* (5th ed.). Dubuque, IA: Kendall/Hunt Publishing Company.

REFERENCES:

Aaron, J. (2009). *The little brown compact handbook* (7th ed.). Reading, MA: Allen Bacon Longman, Inc.

American Psychological Association (2010). *Publication manual of the American Psychological Association* (6th ed.). Washington, D.C.: Author.

COURSE OBJECTIVES:

Outcome #1: The student will be able to identify the size, structure, and important elements of the aviation industry job market, including potential internships and cooperative education opportunities.

Outcome #2: The student will be able to assess her or his personal skills and knowledge, including strengths and weaknesses, specifically related to aviation.

Outcome #3: The student will be able to identify one to three aviation-related career objectives, using a personal assessment process.

Outcome #4: The student will be able to develop a comprehensive and complete resume with specific application to the aviation industry.

Outcome #5: The student will be able to develop an application letter to complement the resume.

Outcome #6: The student will be able to prepare an aviation career search plan based on the career objective already established.

Outcome #7: The student will be able to apply aviation industry-related career search knowledge to the appropriate segments of the aviation industry.

Outcome #8: The student will be able to begin developing a personal aviation career networking system.

Outcome #9: The student will be able to learn about the various sources and tools to help specifically in aviation career searches.

Outcome #10: The student will be able to develop a personal continuing-education plan.

TOPICAL OUTLINE:

Topics	Percentages
I. Aviation Industry Job Market	15%
A. Size	
B. Structure	
C. Segments	
D. Geographical distribution	
II. Personal Assessment of Aviation-Related Skills and Knowledge	10%
A. Personal inventory	
B. Strengths and weaknesses (compared to industry needs and demands)	
III. Identify Aviation-Related Career Objectives	5%
IV. Resume Development	15%
A. Education areas	
B. Certification/training	
C. Military service	
D. Work experience (aviation related, other)	
E. Honors, awards	
F. Professional information, as needed	
G. Personal information, as needed	
V. Letter of Application	5%
VI. Aviation Career Search Plan	10%
A. Education/training requirements of your chosen field	
B. Geographical limitations of the career field	
C. General health of the career field	
D. Identification of specific companies or agencies which fit the	

plan, and research into their prospects

VII. Aviation Career Networking and Continuing Education	10%
VIII. Aviation Career Information Tools	10%
A. Professional associations	
B. Periodicals	
C. Future Aviation Professionals of America (and related services)	
IX. Interviews	10%
X. Professional Ethics	10%

ATTENDANCE:

Southern Illinois University Carbondale faculty members affirm the importance of prompt and regular attendance by all undergraduate students. Quality instruction clearly depends upon active student participation in the classroom or its equivalent learning environment, and this concept is further explained in the *Southern Illinois Carbondale Catalog*. Each student brings unique insights and experiences to the classroom environment, so regular attendance benefits everyone.

Students who remain enrolled in a course and exceed the stated number of permissible absences, shall be rewarded a final course grade of either WF or F. See Grading and Scholastic Regulations, *Southern Illinois University Carbondale Undergraduate Catalog*, for additional information.

Any student who misses one-third of all instructional hours will seriously jeopardize his/her final course grade, and such a level of absenteeism should be considered the maximum level associated with a passing course grade. Attendance and class participation, combined, will represent 20% of a final course grade, so a concerted effort should be made to attend each class session. Emergency-related absences will be carefully considered when determining absenteeism figures.

ASSIGNED READING:

The following chapters **MUST** be read **PRIOR TO** each class session:

Jan. 7, 2012 – chapters 1, 2, 3, and 4	Jan. 8, 2012 – chapters 7, 8, 9, and 10
Jan. 21, 2012 – chapters 11, 12, 13, and 14	Jan. 22, 2012 – chapters 15, 16, 17, and 18
Feb. 4, 2012 – chapters 19, 20, 21, and 22	

STUDENTS' ASSIGNMENTS AND EXAMINATIONS (scheduled):

Details	Percent of Final Grade
<u>In-class Activity</u> – Assignment 1: <i>College and career goals</i> . <u>Saturday, Jan. 7, 2012 – 8:30 a.m.</u>	5%
<u>In-class Activity</u> – Assignment 2: <i>Self-assessment</i> . <u>Saturday, Jan. 7, 2012 – 3:00 p.m.</u>	10%
<u>Quiz 1</u> – Topic: <i>Chapters 1, 2, 3, & 4</i> . <u>Sunday, Jan. 8, 2012 – 9:00 a.m.</u>	5%
<u>Assignment Due</u> – Assignment 3: <i>Career profile</i> , as described on pages 220 to 240 in the textbook, including a <i>career action project</i> . <u>Saturday, Jan. 21, 2012 – 8:00 a.m.</u>	10%
<u>Quiz 2</u> – Topic: <i>Chapters 7, 8, 9, & 10</i> . <u>Saturday, Jan. 21, 2012 – 9:00 a.m.</u>	5%
<u>Quiz 3</u> – Topic: <i>Chapters 11, 12, 13, & 14</i> . <u>Sunday, Jan. 22, 2012 – 9:00 a.m.</u>	5%

<u>Assignment Due</u> – Assignment 4: <i>Aviation industry-related resume and cover Letter</i> . In-class group discussion/critique. <u>Saturday, Feb. 4, 2012 – 8:00 a.m.</u>	10%
<u>Quiz 4</u> – Topic: <i>Chapters 15, 16, 17, & 18</i> . <u>Saturday, Feb. 4, 2012 – 9:00 a.m.</u>	5%
<u>Assignment Due</u> – Assignment 5: <i>Aviation career search/continuing education plan</i> (extemporaneous PowerPoint presentation). <u>Sunday, Feb. 5, 2012 – 10:00 a.m.</u>	10%
<u>Final Examination</u> – Topic: <i>Chapters 19, 20, 21, 22, and those previously assigned</i> . <u>Sunday, Feb. 5, 2012 – 3:00 p.m.</u>	15%
<u>Classroom Attendance and Participation:</u>	20%
	Total: 100%

GRADING:

Grading criteria --	92 – 100%	or	460 – 500 points	=	A
	82 – 91%	or	410 – 459 points	=	B
	72 – 81%	or	360 – 409 points	=	C
	62 – 71%	or	310 – 359 points	=	D
	0 – 61%	or	0 – 309 points	=	F

Incomplete (INC): An INC is assigned when, for reasons beyond their control, *students engaged in passing work* are unable to complete all class assignments. Students are required to apply for an INC grade, in writing, to the relevant faculty member. Applications for an *Incomplete* grade are available from the SIUC office. If the application is approved by the faculty member and the student fails to complete the course within the time period designated by the faculty member, not to exceed one year, or graduation, whichever occurs first, then the incomplete grade will be converted to a grade of F and the grade will be computed in the student's grade point average.

WF: Failure. A grade of WF will be awarded to students who do not officially withdraw from a class, cease attending the class, and fail to complete the requirements for the course. When awarding a WF, the faculty member will note the date/time of the student's last date of attendance/participation.

Course-Drops: Students officially drop courses through the program change process. This process is done with the Program Advisor. Unless a student has processed an authorized drop from a course, by the published Add/Drop Date, the student will not be allowed to drop the course. It is the student's responsibility to ensure that the drop process is officially completed. It is probable that a student who does not drop by the Add/Drop Date, and stops attending/participating during the second half of a course, will be given a grade of WF.

Make-up Examinations: A student who misses a regularly scheduled exam (due to circumstances beyond his/her control) may have an opportunity to take a make-up exam. Make-up exam times and dates will be scheduled at the convenience of the student, faculty member, and local office personnel.

ACADEMIC DISHONESTY:

Students may be subject to disciplinary proceedings resulting in an academic penalty or disciplinary penalty for academic dishonesty. Academic dishonesty includes, but is not limited to, cheating on a test, plagiarism, or collusion.

SPECIAL NOTE:

In-class and homework assignments requiring written work and oral presentations will be graded based upon subject knowledge, grammar, punctuation, and expression of thoughts and ideas. Additionally, all written work should be completed according to A.P.A. style. Finally, the primary library for all off-campus students and faculty members is *SIUC's Morris Library*. The Faculty and students have on-line access to all services provided by the Morris Library at <http://www.lib.siu.edu/hp>.

SAFETY INSTRUCTIONS:

In the event of an emergency affecting your location, your instructor will provide guidance and direction to students in the classroom. It is important that you follow all instructions and remain with your instructor during an evacuation or sheltering emergency. Depending on the type of emergency, if you are at a military installation, a senior military member may take control of the situation and direct you regarding the action to take. Please follow that person's instructions and do what you are asked to do. If you are at a non-military location, the college's security personnel might take control of the situation. Again, please follow all instructions.

STUDENTS REQUIRING SPECIAL ACCOMMODATIONS:

In accordance with the Vocational Rehabilitation Act of 1973 (Section 504) and the Americans with Disabilities Act (A.D.A.) of 1990, if accommodations are needed, inform your instructor or program advisor as soon as possible.

BIBLIOGRAPHY:

- Beatty, R. (2002). *The five-minute interview: A new and powerful approach to interviewing* (3rd ed.). New York, NY: John Wiley & Sons, Inc.
- Beatty, R. (2003). *The perfect cover letter* (3rd ed.). New York, NY: John Wiley & Sons, Inc.
- Kennedy, J., & Morrow, T. (1994). *Electronic job search revolution: Win with the new technology that's reshaping today's job market*. New York, NY: John Wiley & Sons, Inc.
- Krannich, R., and Savino, C. (2003). *From Army green to corporate gray* (3rd ed.). Manassas Park, VA: Impact Publications.
- Kushner, J. (1996). *How to find and apply for a job* (6th ed.). Cincinnati, OH: South-Western Educational Publishing.
- Molloy, J. (1988). *John T. Molloy's new dress for success*. New York, NY: Warner Books.
- Rosenburg, A. (2007). *The resume handbook: How to write outstanding resumes and cover letters for every situation* (5th ed.). Avon, MA: Adams Media.
- Yeager, N., & Hough, L. (1998). *Power interviews: Job-winning tactics from fortune 500 recruiters*. New York, NY: John Wiley & Sons, Inc.