Course Description/Outcomes
1. To study the procedures, regulations, and techniques required to safely fly as a Commercial pilot, and fly within the United States national airspace system. To prepare to pass the Federal Aviation Administration’s Commercial Pilot Airplane Knowledge Examination.

2. Schedule of required reading, class presentations, class preparations, assignments, lectures, discussions, student presentations, and exams will be posted as necessary.


ALL READING TO BE COMPLETED PRIOR TO CLASS MEETING

Contributions and class policies:
1. Attend class. Roll is taken each class period. In case of unavoidable absences, you are expected to contact the instructor as soon as possible. CONTACT YOUR INSTRUCTOR TO SCHEDULE MAKE-UP WITHIN ONE WEEK OF THE ABSENCES.

2. You are expected to arrive for class on time. Tardiness shows poor preparation and poor professionalism.

3. If you are going to be absent from an exam, arrangements should be made prior to the absence. Make-up exams will be given only when an excused absence necessitates. All make-up exams must be taken within one week after the original exam time. Under no circumstances will a make-up exam be given after papers are returned.

4. You will be counseled by your instructor for lack of attendance and informed of make-up policies. When the instructor feels that you are not keeping up with the class due to absence, he may recommend you withdraw from the course.

5. You must go through a formal procedure if you wish to drop a course. A student may withdraw from a course of from the college with a grade of “W” through the halfway point of any semester. Procedures are outlined in the College Catalog.
Tardiness:
1. For each three (3) times tardy in excess of 5 minutes, the student will be assessed one (1) absence.
2. Each assessed absence will be required to be made up by the student according to the make-up policy.

Absence:
1. Upon accumulation of three (3) absences or lesser amount of hours considered to jeopardize the student’s progress, an official warning will be mailed to the student.
2. If the student chooses not to respond to a warning by contacting the Instructor the student should realize that there might not be a passing grade in the course.
3. All time missed by the student must be made up before a grade is posted.
4. Make-up procedures of all classroom material missed will be made up in the same subject area. All lab or flight material missed will be made up in the same subject area.
5. If a student has an unexcused absence, he/she will not receive credit for attendance or professionalism even after the subject matter is made up.
6. If a student has an unexcused absence on a test/quiz date, he/she will receive a 0% and will have to retake the test/quiz.
7. If a student is unaware of a test/quiz due to an unexcused absence, that student will still have to take the quiz/exam on the test date.

Make-up Policy:
1. Punctual class attendance is required of all students. No unexcused absence or “cuts” are allowed. **Midland College and the FAA require that a student make-up all classes and lab work covered during his/her absence, even in cases where the absence was unavoidable.**
2. Each instructor will schedule ten (10) office hours per week during which time he will be available for student help and make-up work. The schedule will be posted on the office door of the instructor.

Course requirements:
- Attendance: 15%
- Professionalism and quizzes: 10%
- Tests: 4 incl. Final: 30%
- FAA test: 45%

Evaluation of Students

**Course Grades**
- 90%-100%............A
- 80%-89%.............B
- 70%-79%............C
- 60%-69%...........D
- Below 60%...........F
Quiz/Test Policy:
1. Any quiz or test not passed with at least a 70% will be retaken and the average between the original test/quiz and the retake(s) will determine the grade for the quiz or test. It is the **student’s responsibility** to contact the instructor to find a time and date to retake the quiz or test within one week of the original test date.

2. **Students must take the FAA commercial written exam to complete the class.** The student must show at least two separate practice test results of at least 80% for the instructor to sign him/her off to take the actual test. The FAA commercial written test may be taken before finals week as long as he/she meets the requirements above.

Homework Policy:
1. Homework turned in late will be deducted 25% per day unless prior arrangements have been made with the instructor.

If anyone has any condition, such as a physical or learning disability, which will make it difficult for you to carry out the work as I have outlined it or which will require academic accommodations, please notify me within the first two weeks of classes.

**Turn off your cell phones and/or pagers prior to entering the classroom.** If I hear phones or pagers go off while in class, you will get a zero on your highest scoring quiz (no exceptions). Nothing is more of a distraction like a phone or pager. Your peers and loved ones should know where you are.

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