MIDLAND COLLEGE
Syllabus
AERM 1208 – REGULATIONS RECORDS AND FORMS
SCH (1 Hours Lecture, 2 Hours Lab)
48 Hours

Course Description: A course in the use & understanding of the Federal Aviation Administration & aircraft manufacturers’ publications, forms & records; & the exercise of mechanic privileges within prescribed limitations.

Text References:
3. AC 43.13-1B/2B, by ASA, or most Current Edition, Wing AERO

Course Goals/Objectives: Upon Successful completion of the course the student will:
1. Write descriptions of work performed including aircraft discrepancies & corrective actions using typical aircraft maintenance records.
2. Complete required maintenance forms, records & inspection reports.
3. Demonstrate ability to read, comprehend & apply information contained in Federal Aviation Administration (FAA) & manufacturers’ aircraft maintenance specifications, data sheets, manuals & publications & related Federal Aviation Regulations, airworthiness directives & advisory materials.
4. Read technical data & exercise mechanic privileges within the prescribed limitations.

Student Contributions: 1. Students MUST actively participate by completing an academic assignment required by the instructor by the official census date.

And:

Class Policies:
2. You are required to attend class regularly. Roll will be taken at each class meeting. Unexcused absences will not be tolerated. In case of an unavoidable absence, you are expected to contact your instructor as soon as possible. The instructor will evaluate each absence. He is particularly concerned with your progress in the course, your
motivation, and your understanding of the material which you missed. **BE SURE TO CONTACT YOUR INSTRUCTOR TO SCHEDULE MAKE-UP WITHIN ONE WEEK OF THE ABSENCE.**

3. You are expected to arrive for class on time. Tardiness shows poor preparation and poor motivation. It is gross discourtesy to the instructor and to the other members of the class to interrupt their instruction.

4. 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 examination time. Under no circumstances will a make-up examination be given after papers are returned. (Postponement of a final exam must be approved by the Dean of Instruction.)

5. 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.

6. You must go through a formal procedure if you wish to drop a course. A student may withdraw from a course or from College with a grade of “W”, through the half-way point of any semester or summer term. After half-way point of any semester term, but no later than seven calendar days prior to final examinations, a student may withdraw from a course with a grade of “WP” if passing or a grade of “WF” if failing. Specific dates and procedures are outlined in the College Catalog. No withdrawal is official unless processed by the campus Registrar’s Office. Until that time, the student will remain on the class roll and may receive a final grade of “F”.

6. You must be able to read, speak and understand the English language.

**Tardy**

1. For each three (3) times in excess of 15 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 any lessor 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, it will be his/her responsibility to withdraw from the
course with a “W”, “WP”, “WF”. Failing to take any action will result in an “F” for the course.
3. All time missed by the student must be made up before a passing grade may be recorded.
4. Make-up procedures all classroom material missed will be made up in the same subject area. All shop material missed will be made up in the same shop subject area.

**Make-up Policy**
1. Punctual class attendance is required of all students registered at Midland College. No excused absence or “cuts” are allowed. College and federal aviation regulations require that a student make-up all class and laboratory work covered during his absence, even in cases where he is able to satisfy the instructor that 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 each instructor at the beginning of each semester. At the beginning of each semester the instructor will pass out a schedule informing students of the date, time, and place for making up work missed.
3. All make-up work will be scheduled at a time other than regular class time. For instance morning classes missed may be scheduled in the afternoon. Make-up work will be completed within two weeks after missed. Exceptions shall require the approval of the director of Aviation Maintenance Technology.
4. The different levels of work missed may be made up according to the levels of FAR 147, Appendix A.P7. Examples are as follows:
   a. Level one may be made up by a written assignment.
   b. Level two may be made up by a combination of written assignment and limited practical application.
   c. Level three must be made up through performance of practical application.
5. All make-up work will be made in the same subject area as the time missed whether it is in shop or class time.
6. Before the final grade for each course is given all quizzes, tests and make-up time must be completed for the course.

**Practice Tests:**
1. All students must complete three (3) practice tests for each section
   General        Airframe        Powerplant
   with a score of 90 or higher for all practice tests. It is the responsibility of the student to show the Instructor or Program Chair the score for each test. Score will then be documented. Upon
presenting these scores, the student will then receive the Aviation Maintenance Technology Letter of Completion for General and the Aviation Maintenance Technology Certificate for Airframe and General. Student will then be responsible for scheduling, paying and taking the written test for the particular area.

**Evaluation of Grades**

**Students:**

This system, with appropriate grade points, is as follows:

- A (90-100)
- B (80-89)
- C (70-79)

**Shop/Lab Grading**

- 80% For successful and prompt completion of project
- 10% For proper use and availability of hand tools
- 10% For SAFETY

**Course AERM 1208 REGULATIONS RECORDS AND FORMS**

**Schedule:**

- Informal 25%
- Section tests 25%
- Laboratory (shop) procedures, safety & reports 25%
- Comprehensive final examination 25%

**Instructor**

Tommy Branon

**Information:**

- tbranon@midland.edu
- Office Phone: 432.563.8952
- Office Fax: 432.563.3815
- Office Hours: TBA

**Note:** Students are encouraged to contact instructor at any time, however, making an appointment will guarantee the instructor’s availability at a specific time.

Technical Studies Division Information

Division Dean: Curt Pervier
Division Secretary: Lisa Hays
Division Office: Room 143-A Technical Center
Division Telephone: 432.685.4676 Fax: 432.685.6472

Program Chair: Tommy Branon
Telephone: 432.563.8952 Fax: 432.563.3815

**Students with Disabilities**

Midland College provides services for students with disabilities through Student Services. In order to receive accommodations, students must
place documentation on file with the Counselor/Disability Specialist. Students with disabilities should notify Midland College prior to the beginning of each semester. Student Services will provide each student with a letter outlining any reasonable accommodations. The student must present the letter to the instructor at the beginning of the semester.

SAFETY GLASSES MUST BE WORN IN SHOP AREA AT ALL TIMES!!!!

12/15/16