

Do you have all your ducks in a row?



Classroom Tips for Dr. Jeff Johnson "How to Make Our Lives Easier!"

1. **Course syllabus.** Please print off and read the entire course syllabus especially the class schedule located at the end of the syllabus. I realize that reading my syllabus may give you insomnia but it is extremely important in order for you to know what is expected and when assignments are due. The syllabus actually represents a contract between you and me and you should refer to the class schedule at least 1-2 days before coming to class. Although it is a rare occurrence, any changes to the syllabus will be done in advance and in writing. Please do not ask me during class when a quiz, exam, or homework assignment is due, as I do not memorize this information. Remember, you can find this information in the class schedule. Please feel free to ask me questions that are not on the syllabus such as, "Will Exam 2 cover all instrument departure procedures?"
2. **Following directions.** As a former jet pilot who is accustomed to using checklists, I am a stickler for following instructions to the letter especially when it comes to any type of homework, written assignments, quizzes, and exams. This means you should read the instructions and follow them implicitly. If you have any questions as to what my expectations are, please ask! For example, when taking a quiz with me in class, the directions clearly state that you are not to write on the quiz as you are to use a clean sheet of paper. I typically make a verbal announcement as I pass out the quiz. If you ignore these instructions, you will lose several points on your quiz.
3. **Class attendance.** I take class attendance for all FAR Part 141 ground schools because it is a FAA requirement, not a university requirement. Per the syllabus instructions, you cannot miss 6 or more classes and you must have an overall class average of 70% if you wish to obtain a FAR Part 141 certificate of completion. What does it mean if you do not qualify at the end of the course for a certificate of completion? Not much. It means you did not meet the above standards. It does not put you at a disadvantage when seeking employment as a pilot. Due to many requests and a high workload, I do not give out information as to how many times you are absent during the semester, so please do not ask because I won't know unless I spend time going through all the attendance sheets.

Although not required, I urge you to keep track of your own absences as I only tally your absences and release this information upon request at the end of the semester.

4. **Absences from class.** Due to the fact that I have over 140 students in four classes, please do not tell me verbally that you are going to miss class (unless it is an emergency) as I will probably not remember. If you are going to be absent from class and will miss a quiz, exam, or some other written assignment, you need to contact me in advance in writing (email preferred). You will also need to get an approved written response from me. Please save all written correspondence to protect yourself! If there is only a reading assignment due and you are going to be gone, you do not need to tell me of your absence.
5. **Grades.** Although not required, I would strongly urge each student to keep all quiz scores, homework grades, etc. until you have received your final grade for the course. I make every effort to record grades correctly so if you believe I recorded a grade in error, please bring it to my attention along with the required document. If you immediately throw a graded assignment away and later believe I recorded a wrong score, you will not have any recourse for changing a score. By keeping track of your score as the class progresses throughout the semester, you will also be able to determine what your current grade is at any given time.
6. **Email correspondence.** When sending me an email, please be as precise and to the point as possible. I would rather get too much information than too little. For example, this email is vague: *"Dear Dr. J: I am going to miss a quiz because of a funeral. Pat Smith."* Now, I am left wondering which class and section you are in, what quiz you are talking about, and what day you are going to miss class. If this occurs, I will email you soliciting this information which will cause a delay for you the student in getting an approved response, if appropriate. The following email is appropriate: *Dear Dr. J: I am going to miss quiz 3 on October 31 because my grandfather passed away and I will be attending his funeral. I am in your 203 class section 1. Thanks for looking into this matter. Pat Smith."*
7. **Email Listserve.** During the 1st week of classes, I will collect each student's email addresses as I routinely send the entire class an email pertaining to class assignments. This information, for the most part, is very important. Please do not delay in giving me a current, working email address, as you will "get burned" academically if you miss out on this information. I do not share or give out student email addresses without your permission.
8. **Homework assignments.** For AVIT 203 and AVIT 351, the chapter homework assignments are to be completed on Desire2Learn. I would strongly urge you to complete the homework prior to the due date so if your computer locks up, etc. you can make arrangements with me to retake the homework. Desire2Learn will automatically lock you out once the deadline for the chapter assignment expires. On only 2 or 3 occasions, students who have attempted to complete homework at home using a 56K modem have had problems so be advised to work these problems out ahead of time.
9. **Exams & Quizzes.** In all of my classes, students will complete all examinations on Desire2Learn in either the aviation computer lab or in other computer labs on campus (exact location to be announced prior to each exam). Normally, I will open the lab 1/2 hour early because typically, there are more students than available computers so any student taking the exam is welcome to come in early to avoid waiting for a computer to become available. If you are a fast test taker, you can come in late but no later than 30 minutes after the normal start of class time. If you have to wait for a computer, you need to sit quietly at the center table in the computer lab and read or work on something. Yes, you can even study your test booklet. You cannot simply sit at the table and stare into

space or sleep. This policy is strictly enforced. There is a sign in and sign out sheet for all computerized exams. You need to sign in once a computer opens up and sign out once you have completed the exam. Do NOT sign in once you arrive in the computer lab and have to wait for a computer. Once you complete the exam, Desire2Learn will grade it for you and give you immediate feedback. Once you review your exam, you need to quietly leave the aviation computer lab. Your instructor will be available throughout the entire testing session. All of my quizzes are normally taken in class. If I give a quiz towards the end of class and I announce that you are free to leave once you are done, PLEASE DO NOT, I REPEAT, DO NOT DRAG YOUR CHAIR ACROSS THE FLOOR in the classroom! PICK YOUR CHAIR UP AND MOVE IT. Headley Hall 214 is especially problematic since there is no carpet on the floor and a chair dragged across the floor makes a lot of noise. Yes, it's even worse when 3 students drag their chairs simultaneously. Failure to move your chair quietly may result in flogging (seriously, I will call it to your attention and admonish you for annoying me and your fellow quiz takers.)

10. **Class preparation.** I am here to help you learn so come prepared! It is NOT my desire to run a Gestapo classroom by making your life miserable. In fact, I attempt to incorporate my "real life" aviation experiences into academic life and it is my sincere desire that you have fun in my classes. I have developed these policies based upon past class observations in order to communicate my expectations in a clear and concise manner. As a result, following these policies should make your life (& mine) easier. You are always welcome to ask questions or even disagree with me, but do it with respect. I am hopeful that you will find my classes at the very least, somewhat enjoyable. My pet peeves: Cell phones/pagers ringing in class, students having lengthy conversations with one another during my lectures, disrespectful students, not following instructions to the letter, and students who clearly have not read the course syllabus. I am sure you have faculty pet peeves as well so I will attempt to be sensitive to your needs.