# COURSE OUTLINE

**AVI 113**  
Course Number

**Flight I**  
Course Title

<table>
<thead>
<tr>
<th>Hours: 1 / 3</th>
<th>Pre-requisite: See Below</th>
<th>Co-requisite: AVI 131</th>
<th>Implementation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lecture / Laboratory</td>
<td></td>
<td></td>
<td>Fall 2010</td>
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</tbody>
</table>

## Catalog description:

Flight training required to complete the private pilot program by acquiring the aeronautical skills necessary to meet the requirements for the private pilot certificate. Consists of 45.0 hours of flight training or the time needed to meet the requirements of the Private Pilot Practical Test Standards. Be advised, additional time is regularly needed to meet completion standards and proficiency. Fee required.

## Pre-requisites:
- Eligibility for College Math and English
- FAA-approved Medical
- US citizenship or TSA approval

## Required texts/other materials:

1. Owner’s or Operator’s Manual of Aircraft used in training  
2. Airplane Flying Handbook  
3. Private Pilot Practical Test Standards

## Last revised:  
Spring 2014

## Course coordinator:
Joan Jones

## Information resources:

Textbooks:  
- The Student Pilot's Flight Manual by William K. Kershner  
- Private Pilot Manual by Jeppesen Sanderson

Other learning resources:

- The Learning Center and Tutoring in the Campus Library  
- Student's Flight Instructor at Trenton-Mercer Airport  
- AOPA Pilot Magazine / Aircraft Owners and Pilots Association (www.aopa.com)  
- Gleim Software (www.gleim.com)  
- King Schools Software (www.kingschools.com)  
- Federal Aviation Administration (www.faa.gov)  
- Flight Training Magazine
Lesson Progress Checks:

- 7  Flight Maneuver Review
- 11  Post–Solo Flight Review
- 16  Emergency, Stall, Gnd Ref Maneuvers, Radio Communications and Navigation Review
- 19  Cross-Country Flight Review
- 24  Max Performance Maneuvers and Radio Navigation and Emergency Procedures
- 27  Final Progress Check for Private Pilot Certificate

Course goals:

At the completion of the course, the student will be able to:

1. Organize and present weight and balance information, cross-country planning and weather data associated with the flight.
2. Properly utilize a pre-flight checklist will verify that the aircraft can be safely flown.
3. Demonstrate that he/she can operate an aircraft at a towered and a non-towered airport utilizing appropriate communication procedures, taxi, and in-flight airport operations and procedures.
4. Demonstrate the variety of short and soft take-off and landings, and go-arounds.
5. Perform various types of performance and ground reference maneuvers with skill, including steep turns, rectangular course, s-turns, and turns-about-a-point.
6. Perform the various types of navigation utilizing pilotage, dead reckoning, and radio navigation.
7. Demonstrate slow flight and a variety of stalls.
8. Perform climbs, turns, straight-and-level flight, descents, unusual attitude recovery, and exhibit knowledge of the elements related to radio communication, navigation systems/facilities and radar services available for use during flight solely by reference to instruments.
9. Conduct the safe operation of the aircraft during a simulated emergency approach and landing; analyze and take appropriate action when systems and equipment malfunction occur; identify appropriate equipment that should be aboard the aircraft in the event of an emergency and also for survival.
10. Complete the after-landing, securing and parking of the aircraft.

GENERAL EDUCATION GOALS AND OBJECTIVES

<table>
<thead>
<tr>
<th>(✓)</th>
<th>MCCC General Education Goals &amp; Objectives</th>
<th>Activities, projects, assignments, and exams that evaluate student learning of the course’s General Education goals and objectives</th>
</tr>
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<tbody>
<tr>
<td></td>
<td>1. Communication -- English Language: Students will communicate effectively in both speech and writing.</td>
<td>Pre-flight preparation for lessons, cross-countries, solo flights, and weather.</td>
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<tr>
<td>✓</td>
<td>1.1. Students will comprehend and evaluate what they read, hear and see.</td>
<td>Communication at tower controlled airports. Oral evaluation in lesson 27.</td>
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<td></td>
<td>1.2. Students will state and evaluate the views and findings of others.</td>
<td></td>
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<tr>
<td>✓</td>
<td>1.3. Students will write and speak clearly and effectively in standard American English.</td>
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</tbody>
</table>
1.4. Students will logically and persuasively state and support orally and in writing their points of view or findings.

1.5. Students will evaluate, revise and edit their communication.

1.6. Students will develop an understanding of sensory communication and other forms of non-verbal communication.

### 2. Communication -- Foreign Language: Students will have the opportunity to develop competence in a Foreign Language.

2.1 Students will learn basic vocabulary, grammar and everyday conversation in a foreign language.

2.2 Students will recognize the uniqueness of foreign countries, their people and their cultures.

2.3 Students will gain a measure of facility at interaction in a foreign language on topics involving that language's history, its cultural and historical context, and current issues of interest to native speakers of the language.

### 3. Critical thinking, problem solving and information literacy: Students will use critical thinking and problem solving skills in analyzing information gathered through different media and from a variety of sources.

- **3.1.** Students will identify a problem and analyze it in terms of its significant parts and the information needed to solve it.
  - Weather analysis and mechanical malfunctions associated with emergencies.

- **3.2.** Students will use appropriate library tools such as cataloging systems to access information in reference publications, periodicals, bibliographies and databases.
  - From on-line weather the student will extract reports, graphs, and symbols associated with weather.

- **3.3.** Students will use computers to access, analyze or present information, solve problems, and communicate with others.
| 3.4. Students will formulate and evaluate possible solutions to problems, and select and defend the chosen solutions. |
| 3.5. Students will recognize weaknesses in arguments, such as the use of false or disputable premises, suppression of contrary evidence, faulty reasoning, and emotional loading. |
| 4. Ethical dimension: Students will recognize, analyze and assess ethical issues and situations. |
| ✓ 4.1. Students will identify ethical implications of an issue or a situation. |
| ✓ 4.2. Students will analyze and evaluate the strengths and weaknesses of different perspectives on an ethical issue or a situation. |
| ✓ 4.3. Students will integrate their knowledge, take a position on an ethical issue or a situation, and defend it with logical arguments. |
| 5. Quantitative skills: Students will apply appropriate mathematical and statistical concepts and operations to interpret data and to solve problems. |
| ✓ 5.1. Students will translate quantifiable problems into mathematical terms and solve these problems using mathematical or statistical operations. |
| ✓ 5.2. Students will construct graphs and charts, interpret them, and draw appropriate conclusions. |
| 6. Science and technology: Students will apply the scientific method of inquiry to draw conclusions based on verifiable evidence, use scientific theories and knowledge to understand the natural world, and explain the impact of scientific theories, discoveries and technological changes on society. |
| ✓ 6.1. Students will identify and recall scientific information and theories, and, integrating and applying this knowledge, will use the scientific method to solve problems and draw conclusions from data. |
6.2. Students will distinguish between scientific theory and scientific discovery, will distinguish between science and its technological application, and will explain the impact of science and technology on society.

6.3. Students will demonstrate a working knowledge of the subject matter of one of the physical or biological sciences.

✔ 6.4. Students will demonstrate a working knowledge of a major domain of technological application.

FLIGHT TRAINING COURSE OBJECTIVES

The objectives of this flight-training course are to provide the student with the aeronautical skills and experience necessary to meet the requirements for a private pilot certificate with an airplane category rating and single-engine land class rating.

COURSE COMPLETION STANDARDS

The course completion standards are based upon the Private Pilot Practical Test Standards as outlined by the Federal Aviation Administration. To meet the flight training course completion standards, the student must demonstrate, through flight tests and school records, that he/she meets the requirements for a private pilot certificate with airplane category and single-engine land class rating. Periodic progress checks may include material covered in any previous lesson.

* DENOTES ADDITIONAL TIME MAY BE NEEDED TO MEET COMPLETION STANDARDS AND PROFICIENCY.

FLIGHT BLOCK 1 - LESSONS 1 AND 2

OBJECTIVE

During Flight Block 1, the student will become familiar with the training airplane and its flight characteristics. In addition, the student will gain an understanding of the flight training program, academic and flight standards, and pilot certification.

CONTENT:

✦ Flight Block 1 Flight Training Maneuvers
✦ Flight Lessons 1 and 2

COMPLETION STANDARDS

The student must successfully complete each of the flight study units in Flight Block 1. At the completion of Flight Block 1, the student should display the understanding and ability necessary to accomplish a pre-flight check, engine run-up, and flight training maneuvers listed in Flight Lessons 1 and 2 with assistance from the instructor.
FLIGHT LESSON 1 – PRIMARY AIRCRAFT

Dual Flight

INSTRUCTION
1.2 Flight *
1.5 Ground *

Learning Objectives:
The student will be introduced to the training airplane, its operating characteristics, cabin controls, instruments, and systems. The student will learn the pre-flight activities necessary to insure the airplane is safe for flight. Introduction of some basic flight maneuvers also will be accomplished to help the student learn the use of the engine and flight controls.

CONTENT:
1. Pre-Flight Discussion and Orientation
2. Introduction to the Aircraft And Initial Flight Procedures
   A. Pre-flight Inspection
   B. Use of Checklist
   C. Equipment and Familiarization
      1) First aid kit location
      2) Fire extinguisher locations
   D. Engine Start and Warm-up
   E. Basic Radio Procedures
   F. Pre-takeoff Checklist
   G. Straight-and-Level Flight
   H. Medium Bank Turns (20° – 45°)
   I. Hand Signals
   J. Leveling Off from a Climb and a Descent
3. Post-Flight Discussion

COMPLETION STANDARDS
The student will display an understanding of the use of the checklist and safety considerations of engine starting and run-up. At the completion of this lesson, the student will be able to start the engine and perform a run-up with instructor assistance. Additionally, the student will understand the control inputs necessary for leveling off and maintaining altitude in turns and level flights.

FLIGHT LESSON 2 – PRIMARY AIRCRAFT

Dual Flight

INSTRUCTION
1.2 Flight *
0.5 Ground *

Learning Objectives:
This lesson has two objectives. The review portion of this flight will be conducted to determine the student’s understanding of airplane control use to maintain altitude control. Further, during this lesson, the student will become familiar with the techniques for climbs, descents and maintaining specific ground tracks.

CONTENT:
1. Pre-Flight Discussion and Orientation
2. Review
   A. Basic Radio Procedures
   B. Equipment Familiarization
   C. Medium Bank Turns (20° – 45°)
   D. Straight-and-Level Flight
   E. Leveling Off from a climb and a descent
3. Introduction
   A. Aircraft Servicing Procedures (oil, fuel, hydraulic fluid)
   B. Normal and Crosswind Taxi
   C. Normal and Crosswind Takeoffs
   D. Traffic Patterns (AIM and airport requirements)
   E. Straight-and-Level Flight
   F. Climbs and Climbing Turns
   G. Glides (power off 60-65 knots)
   H. Level Off from Climbs and Glides
   I. Minimum Controllable Airspeed
   J. Tracking a Straight Line
   K. Normal and Crosswind Landings
   L. Use of Mixture Control

4. Post-Flight Discussion

COMPLETION STANDARDS
The student will understand the techniques used to perform straight-and-level flight, establish proper climbs and descents, and control airspeed with power and attitude. The student will be expected to enter the traffic pattern properly with the instructor’s aid. Student will perform all pre-flight activities, including engine start, taxi, and engine run-up, with a minimum of instructor assistance. Student will display an understanding of the techniques used to control the airplane’s ground track during crosswind conditions. Additional flight time will be assigned at this time, if needed, to meet Flight Block 1 proficiency requirements.

FLIGHT BLOCK 2 - LESSONS 3 TO 7

OBJECTIVE
During Flight Block 2, the student will gain proficiency in the maneuvers and procedures taught in Flight Lessons 1 and 2, through flight reviews. In addition, the student will gain the ability to understand and perform the training maneuvers listed in Flight Lessons 3 through 7.

CONTENT:

♦ Flight Block 2 Flight Training Maneuvers
♦ Flight Lessons 3 - 7

COMPLETION STANDARDS
The student must successfully complete each of the flight study units in Flight Block 2. The student will display the understanding and ability to perform each of the basic flight maneuvers listed in Flight Lessons 3 through 7. At the completion of Flight Block 2, the student will maintain altitude within 150 feet, heading within 15°, and airspeed within 5 knots of the predetermined values for applicable maneuvers.
Learning Objectives:
The student will review each of the listed maneuvers and procedures to increase proficiency. Through this review, the student’s ability to control the airplane’s attitude about its three axes and to maintain specific ground tracks will be increased.

CONTENT:
1. Pre-Flight Discussion and Orientation
2. Review
   A. Aircraft Servicing Procedures
   B. Normal and/or Crosswind Taxi
   C. Normal and/or Crosswind Takeoffs
   D. Tracking a Straight Line
   E. Medium Bank Turns
   F. Traffic Pattern Departures
   G. Straight-and-Level Flight
   H. Climbs and Climbing Turns
   I. Level Off from Climbs and Glides
   J. Minimum Controllable Airspeed
   K. Traffic Pattern Entry Procedures
   L. Forward and Side Slips
   M. Normal and/or Crosswind Landings
2. Introduction of Instrument Flight
   A. Straight-and-Level Flight (IR), Climbs, Descents and Turns (IR)
3. Post-Flight Discussion

COMPLETION STANDARDS
The student will be able to perform climbs, glides, turns, straight-and-level flight, and flight at minimum controllable airspeed with proper coordination, while maintaining airspeed within 10 knots and heading within 20° of that desired. Student will also display an understanding of how the control of airplane attitude affects altitude and heading. In addition, the student must display an understanding of traffic pattern departure and entry procedures and the use of the appropriate wind correction angles necessary to maintain specific ground tracks.
2. Review
   A. Use of Checklist
   B. Basic Radio Communication Procedures
   C. Engine Starting
   D. Straight-and-Level Flight Visual Reference and Instrument Reference (VR and IR)
   E. Use of Mixture Control
   F. Medium Bank Turns (VR and IR)
   G. Climbs and Climbing Turns (VR and IR)
   H. Glides and Gliding Turns (VR and IR)
   I. Level Off Procedures
   J. Minimum Controllable Airspeed (MCA)

3. Introduction of Performance Maneuvers and Stalls
   A. Best Rate and Obstacle Clearance Climbs and Turns
   B. Steep Turns
   C. Descent and Descending Turns
   D. Airspeed and Configuration Changes
   E. Forward and Side Slip
   F. Stalls with Power Off and Flaps Up

4. Post-Flight Discussion

COMPLETION STANDARDS
Proficiency in maintaining airspeed within 10 knots of appropriate airspeeds during the performance of all maneuvers will be expected. Loss or gain of altitude will be restricted to within 200 feet and heading control within 20° while in straight-and-level flight.

FLIGHT LESSON 5 – PRIMARY AIRCRAFT

Learning Objectives:
The student will continue to gain proficiency in those maneuvers listed as review. In addition, the student will become familiar with ground reference maneuvers which reinforce the student's ability to correct for wind drift. Takeoff and departure stalls and collision avoidance will be introduced to teach safety of flight. In addition, stall awareness, spin entry, spins and spin recovery techniques will be discussed and logged on the folder and endorsed in the logbook.

CONTENT:
1. Pre-Flight Discussion and Orientation
   Stall awareness, spin entry, spins and spin recovery techniques will be discussed. Coordinated control inputs will be emphasized--i.e., ball-centered.

2. Review
   A. Straight-and-Level Flight
   B. Tracking a Straight Line
   C. Medium Bank Turns
   D. Minimum Controllable Airspeed
   E. Normal and/or Crosswind Takeoffs
   F. Traffic Patterns
   G. Stalls with Power Off and Flaps Up
   H. Steep Turns
   I. Normal and/or Crosswind Landings
3. Introduction of Ground Reference Maneuvers, Stalls and Attitude Recovery
   A. S-Turns Across a Road
   B. Turns About a Point and Rectangular Courses
   C. Approach-to-Landing Stalls
   D. Takeoff and Departure Stalls
   E. Collision Avoidance Procedures
   F. Critical Attitude Recovery (IR)

4. Post-Flight Discussion
   The student will understand the execution of ground reference maneuvers. The student will be able to discuss, with understanding, the proper techniques for wind drift correction and entry to maneuvers. Additionally, the student will be able to maintain a specific ground track while in straight flight. Takeoff and departure stalls will be performed without harsh or abrupt control usage during recovery and with a minimum loss of altitude.

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**FLIGHT LESSON 6 – PRIMARY AIRCRAFT**

**INSTRUCTION**

*1.3 Flight*

**Learning Objectives:**

The student will practice each of the review items to gain proficiency. The student will learn emergency procedures to cope with unusual situations. Also, procedures used to change airspeed and configuration of the aircraft will be practiced so the student will learn to control the aircraft’s attitude at various airspeeds.

**CONTENT:**

1. Pre-Flight Discussion and Orientation
2. Review
   A. Best Rate-of-Climb Turns
   B. Obstacle Clearance Climbs and Turns
   C. Minimum Controllable Airspeed
   D. Turns About a Point
   E. Stall Series
   F. Steep Turns
3. Introduction of Emergency Go-Arounds and Emergency Operations
   A. Simulated Engine Failure
   B. Go-Around
4. Post-Flight Discussion

**COMPLETION STANDARDS**

The student will display, through performance and discussion, complete understanding of possible emergencies and the procedures necessary for safe conduct of flight. During changes in airspeed and configuration, altitude will be maintained within 175 feet and heading within 20°.

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**FLIGHT LESSON 7 – PRIMARY AIRCRAFT**

**PROGRESS CHECK**

*1.5 Flight*  
*0.5 Ground*  
*0.2 IR*
Learning Objectives:
During this flight, the Chief Flight Instructor or his assistant will conduct a progress check to determine that the student can perform the review maneuvers adequately to proceed to the next Flight Block of training.

The pre-solo written examination will be given before this progress check. The passing of this examination will be logged in the logbook and the test placed in the student’s record containing his phase check records within his flight portfolio.

CONTENT:
1. Pre-Flight Discussion and Orientation
2. Review
   A. Medium Bank Turn (VR and IR)
   B. Climb, Vx, Vy, En route (VR and IR)
   C. Stall Series
   D. Steep Turns
   E. Simulated Engine Failure
   F. Minimum Control Airspeed (MCA)
   G. Normal and Crosswind Takeoffs and Landings
3. Introduction of Accelerated Stalls and No-Flap Landings
   A. Accelerated Stalls
   B. No-Flap Landing
4. Post-Flight Discussion

COMPLETION STANDARDS
The student will perform proficiently all of the basic flight maneuvers. The student will demonstrate the ability to maintain altitude within 150 feet, heading within 15°, and airspeed control within 5 knots of pre-selected airspeed. Evaluation will be based on smoothness and judgment in all maneuvers. Additional flight time will be assigned, if needed, to meet Flight Block 2 proficiency requirements.

FLIGHT BLOCK 3 - LESSONS 8 TO 11

OBJECTIVE
Through review and the introduction of new procedures in Flight Block 3, the student will acquire increased knowledge and proficiency in the flight maneuvers necessary for local solo flight operations. The student also will obtain the knowledge and proficiency to fly solo in the local area.

CONTENT:

♦ Flight Block 3 Solo Flight Maneuvers
♦ Flight Lessons 8 - 11
♦ Instructional Ground Lesson

COMPLETION STANDARDS
After successfully completing each of the flight study units in Flight Block 3, the student will display the knowledge to operate the aircraft in local area solo flight by completing two supervised solo flights.
FLIGHT LESSON 8 – PRIMARY AIRCRAFT INSTRUCTION
Dual Flight
1.3 Flight *
0.5 Ground *

Learning Objectives:
During this lesson, the student will review each of the listed maneuvers to gain proficiency in preparation for solo flight. Additionally, to further prepare the student for solo flight, wake turbulence avoidance and electrical system emergencies are introduced.

CONTENT:
1. Pre-Flight Discussion and Orientation
   A. Simulated Engine Failure on Takeoff, Initial Climb, Cruise, Descent, and Landing Pattern
   B. Aircraft and Personal Documents
2. Review
   A. Medium Bank Turns
   B. Best Rate of Climb and Turns
   C. Obstacle Clearance Climb
   D. Stall Series, Including Accelerated Stall
   E. Steep Turns
   F. Simulated Engine Failure
   G. MCA
   H. Ground Reference Maneuvers
3. Introduction of Emergency Procedures
   A. Wake Turbulence Avoidance
   B. Electrical System Failure
   C. Electrical Fire and Smoke
   D. Inoperative Elevator Trim
5. Post-Flight Discussion

COMPLETION STANDARDS
At the completion of this lesson, the student will demonstrate the correct procedures for wake turbulence avoidance and the handling of electrical system emergencies. In addition, the student will be able to perform each of the basic maneuvers listed in the review and demonstrate the ability to maintain altitude within 150 feet, heading within 10°, and airspeed within 5 knots of that desired.

FLIGHT LESSON 9 – PRIMARY AIRCRAFT INSTRUCTION
Dual Flight
1.3 Flight *
0.3 IR *

Learning Objectives:
During this lesson, the student will practice those maneuvers and procedures listed as review to gain the proficiency necessary for solo flight. This lesson will include pattern practice at the Mercer County Airport.

CONTENT:
1. Pre-Flight Discussion and Orientation
2. Review
   A. Straight-and-Level Flight (VR and IR)
   B. Medium Bank Turns (VR and IR)
   C. Minimum Controllable Airspeed
D. Normal and/or Crosswind Takeoffs
E. Stall Series
F. Steep Turns
G. S-Turns Across a Road
H. Turns About a Point
I. Traffic Pattern
J. Normal and/or Crosswind Landings
K. Wake Turbulence Avoidance

3. Post-Flight Discussion

**COMPLETION STANDARDS**
The student will display skill and understanding in the execution of all maneuvers and procedures practiced. During ground reference maneuvers, the student will use proper wind drift correction and display proper use of aircraft controls for coordination. Where appropriate, altitude will be maintained within 125 feet, airspeed within 5 knots of the desired speed, and heading within 10° of the pre-selected heading.

**GROUND LESSON**

*Learning Objectives:*
This lesson provides a review and evaluation to determine that the student understands the subject material required prior to solo flight.

*CONTENT:*
1. Pre-Flight Action
2. Right-of-Way Rules and Light Gun Signals
3. Careless and Reckless Operation
4. Minimum Safe Altitudes
5. Class “D” Operation and Traffic Patterns
6. Radio Procedures
8. Required Aircraft Documents
9. Aircraft Performance
10. Carburetor Icing and Emergency Procedures
11. Solo Limitations

**COMPLETION STANDARDS**
The student will demonstrate the ability to plan a safe, local, solo flight. In addition, the student will display an understanding of solo flight limitations.

**FLIGHT LESSON 10 – PRIMARY AIRCRAFT**

*Supervised Solo Flight*

*Learning Objectives:*
During this lesson, the student will demonstrate their ability to safely operate the airplane in the local airport traffic pattern, as sole occupant. In addition, the student will complete a supervised solo flight.
CONTENT:
1. Pre-Flight Discussion and Orientation
2. Review
   A. Medium Bank Turns
   B. Best Rate of Climb
   C. Obstacle Clearance Climb
   D. Stall Series
   E. Steep Turns
   F. Simulated Engine Failure on Takeoff and Ground Roll during Initial Climb (verbal procedures only), Descent, Cruise, Pattern
   G. MCA
   H. Normal and Crosswind Takeoffs and Landings
   I. Go-Around Procedures from Final Approach and Landing Flare in Various Flight Configurations Including Turns
   J. Slips to a Landing
   K. No Flap Landings
3. Introduction of First Solo Flight
   A. Supervised Solo in the Traffic Pattern
4. Post-Flight Discussion

COMPLETION STANDARDS
The student will display the ability to successfully perform and exercise the privileges of solo operation of the aircraft, enabling the student to make their first solo flight safely. The student will complete this solo flight in the traffic pattern.

FLIGHT LESSON 11 – PRIMARY AIRCRAFT

PROGRESS CHECK
Dual Flight
1.5 Flight *

Learning Objectives:
The first part of this lesson will be conducted as a progress check by the Chief Instructor or by the assistant to determine that the student can safely operate the aircraft as sole occupant. A written examination will precede this flight. The examination must be completed and passed before this flight.

CONTENT:
1. Pre-Flight Discussion and Orientation
2. Review
   A. Minimum Controllable Airspeed
   B. Stall Series
   C. Traffic Pattern Entry and Departure
   D. Normal and Crosswind Landings and Takeoffs
   E. Collision Avoidance Procedures in the Traffic Pattern
   F. Ground Reference Maneuvers
3. Post-Flight Discussion

COMPLETION STANDARDS
The student will display the proficiency and competency required to act as pilot in command of the aircraft on subsequent solo flights. An understanding and demonstration of proper radio procedures, traffic procedures on the ground, and traffic pattern entry and departure at the airport will be required.
FLIGHT BLOCK 4 - LESSONS 12 TO 16

OBJECTIVE

During Flight Block 4, the student will develop the skill and understanding required to control the aircraft precisely under all normally anticipated conditions. This includes the use of radio aids to navigation, night flight, and emergency operations. Additionally, reviews of selected maneuvers and procedures are conducted throughout the block.

CONTENT:

- Flight Block 4 Aircraft Control Maneuvers
- Flight Lessons 12 – 16

COMPLETION STANDARDS

The student must successfully complete each of the flight study units in Flight Block 4. At the completion of Flight Block 4, the student will display the ability to control the airplane under all normally anticipated flight conditions, including night flight. The student will also display the ability to navigate using Very High Frequency Omni Range (VOR), and the proper procedures for handling the emergency operations taught in this block.

FLIGHT LESSON 12 – PRIMARY AIRCRAFT

Dual Flight

INSTRUCTION
1.5 Flight *
1.0 Ground *
0.3 IR *

Learning Objectives:

During this lesson, the student will learn to obtain maximum performance from the training aircraft and to operate it under conditions close to its performance limits. The student will learn basic radio navigation as it is used for cross-country flight. The student will be expected to demonstrate increased proficiency in those maneuvers listed as review. This pattern practice will be conducted at the Trenton-Mercer County Airport.

CONTENT:

1. Pre-Flight Discussion and Orientation
2. Review
   A. Basic Radio Procedures
   B. Minimum Controllable Airspeed (VR)
   C. Medium Bank Visual Reference and Instrument Reference (VR and IR) and Steep Turns (IR)
   D. Climbs and Descents (VR and IR)
3. Introduction of Short and Soft-Field Takeoffs, Approaches, Landings, and Basic Radio Navigation
   A. Short-Field and Soft-Field Takeoffs, Approaches, and Landings
   B. Obstructed Field Approaches
   C. Basic Radio Navigation
      1) VOR position finding
      2) VOR tracking (VR and IR)
4. Post-Flight Discussion
COMPLETION STANDARDS
The student will display an understanding of how, why, and under what conditions the short-field and soft-field approach and landings are used, and the proper procedures for obstruction clearance approaches. The student also will demonstrate a basic understanding of the use of VOR equipment for position orientation and tracking.

FLIGHT LESSON 13 – PRIMARY AIRCRAFT
Solo Flight
2.0 Flight *

Learning Objectives:
This lesson will consist of solo practice to increase the student’s proficiency in basic and advanced maneuvers.

CONTENT:
1. Pre-Flight Discussion and Orientation
2. Review
   A. Medium Bank Turns
   B. Minimum Controllable Airspeed
   C. Steep Turns
   D. Stall Series
   E. Normal and/or Crosswind Takeoffs and Landings
   F. Short-Field and Soft-Field T.O. Landing Techniques at Trenton-Mercer Country Airport
3. Post-Flight Discussion

COMPLETION STANDARDS
This lesson should be completed in at least two flights with a minimum of two hours solo time. The student should accomplish a solo review and practice of the assigned maneuvers. During these flights, the student should attempt to gain proficiency in each of the listed maneuvers.

FLIGHT LESSON 14 – PRIMARY AIRCRAFT
Dual Night Flight
1.0 Flight *
0.7 Ground *

Learning Objectives:
The student will learn the proper means of orientation during night operations, including the choice of emergency landing fields and methods, which aid in depth perception takeoffs and landings. To meet training requirements, at least five night takeoffs and landings will be made with the student as sole manipulator of the controls. The student will be instructed in night operations at controlled and uncontrolled airports.

CONTENT:
1. Pre-Flight Discussion and Orientation
2. Review
   A. Minimum Controllable Airspeed
   B. Stall Series
   C. Steep Turns
3. Introduction of Night Flight and Procedures
   A. Night Flight Preparation
   B. Night Takeoffs and Landings
C. Night Emergency Landing Procedures
D. Night Navigation

4. Post-Flight Discussion

COMPLETION STANDARDS
The student will maintain altitude within 100 feet during night operations and heading within 10° in all flight maneuvers. The student will display control of airspeed within 5 knots on all approaches for night landings and an understanding of techniques used to help judge altitude. Also, through discussion and demonstration, the student will demonstrate an understanding of procedures to be used in an emergency at night. Five night takeoff and landings will be completed.

FLIGHT LESSON 15 – PRIMARY AIRCRAFT
Solo Flight

SOLO 2.0 Flight *

Learning Objectives:
During this solo period, the student will review and practice maneuvers to develop the competency required prior to progressing to cross-country flights.

CONTENT:
1. Pre-Flight Discussion and Orientation
2. Review
   A. Soft-Field Takeoffs
   B. Medium Bank Turns
   C. Level Off Procedures from Climbs, Descents, and Glides
   D. Minimum Controllable Airspeed
   E. Stalls
      1) Takeoff and departure
      2) Approach to landing
   F. Steep Turns
   G. Soft-Field and/or Crosswind Landings
   H. Other Maneuvers (as specified by instructor)
3. Post-Flight Discussion

COMPLETION STANDARDS
This lesson should be completed in two flights totaling at least two hours of solo time. The student should accomplish a review of each of the assigned maneuvers. The student should attempt to gain proficiency in all of the specified maneuvers.

FLIGHT LESSON 16 – PRIMARY AIRCRAFT
Dual Flight

PROGRESS CHECK
1.5 Flight *
0.5 Ground *
0.4 IR *

Learning Objectives:
The review portion of this lesson is a progress check conducted by the Chief Flight Instructor or by his assistant to evaluate the student’s progress and make recommendations for future practice. A written examination will precede this flight. This examination must be completed and passed before this flight.
CONTENT:
1. Pre-Flight Discussion and Orientation
2. Review
   A. Pre-flight Inspection and Weight and Balance for the Aircraft Flown Including Weight Shift, Adding and Removing Weight
   B. Simulated Engine Failure and Forced Landings
   C. Ground Reference Maneuvers
   D. Stall Series
   E. Short-Field and Soft-Field Takeoffs and Landings
   F. Basic Radio Communications
   G. VOR Navigation (VR and IR)
3. Introduction of Emergency Climbs and Descents
   A. Emergency Climbs and Descents
4. Post-Flight Discussion

COMPLETION STANDARDS
The student will display the ability to maintain specific ground tracks, execute stall recoveries with a minimum altitude loss, and perform short-field and soft-field takeoffs and landings using correct procedures. Additional training will be assigned at this time, if needed, to meet the Flight Block 4 proficiency requirements.

FLIGHT BLOCK 5 - LESSONS 17 TO 19

OBJECTIVE
In Flight Block 5, the student will learn to plan and conduct cross-country flight operations. Cross-country instruction flight time requirements will be fulfilled in this block.

CONTENT:

◆ Flight Block 5 Cross-Country Flight Maneuvers
◆ Flight Lessons 17 - 19

COMPLETION STANDARDS
The student must successfully complete each of the flight student units to Flight Block 5. During this Flight Block, the student will have acquired the cross-country solo skills necessary for a private pilot certificate.

LESSON OBJECTIVES
These lessons provide the student with a final review of the subject matter pertinent to cross-country operations so any weak knowledge areas can be corrected prior to cross-country flight.

CONTENT:
1. Pre-Flight Action
2. Obtaining Weather Information
3. Route Planning
4. Aircraft Performance
5. Radio Frequencies and Procedures
6. Class “D” Airspeed Areas
7. Airport Advisory Areas
8. Alternate Plans of Action
9. Instructor Endorsements
10. Scheduled Aviation Weather Broadcasts
11. Cloud Clearance and Visibility Requirements
12. Emergency Procedures
13. Aircraft Cruise Range
14. Traffic Pattern Altitudes
15. Closing Flight Plan

**COMPLETION STANDARDS**

The student will display the ability to plan adequately for cross-country flight. The student should be encouraged to develop a checklist for cross-country planning.

**FLIGHT LESSON 17 – PRIMARY AIRCRAFT**

**INSTRUCTION**

- Dual Flight
- 3.0 Flight *
- 1.0 Ground *

**Learning Objectives:**

Through this dual cross-country flight, the student will learn the proper method for incorporating into cross-country operations, the piloting skills and knowledge areas learned previously. The student will learn the proper step-by-step procedures for planning and conducting cross-country flights. In addition, the student will be evaluated carefully on all maneuvers and procedures to determine the ability to conduct a cross-country flight as the sole occupant of the airplane.

This lesson will meet the student’s three-hour dual cross-country flight requirement including pilotage, dead reckoning and radio aids. Part of this route must be on a federal airway.

- a. 17A will be TTN-AVP-ABE-TTN*
- b. 17B will be TTN-MIV-ACY-TTN*
- c. 17C, if required, will be TTN-RDG-UKT-TTN*
  
  * Diversions must be included in any of the above lessons necessary to meet the 3-hour dual requirement.
- d. If necessary, additional cross-country instruction may be flown to airports listed in the flight packet.

**CONTENT:**

1. Pre-Flight Discussion and Orientation
   A. Flight Preparation
      1) Weather analysis and notices to airmen
      2) Navigation log
      3) Airports
      4) Aircraft performance and loading
      5) FAA Flight Plan

2. Review
   A. Straight-and-Level Flight
   B. Climbs and Climbing Turns
   C. Glides and Gliding Turns
D. Level Off Procedures
E. Descents and Descending Turns
F. Emergency Procedures
G. Airspeed and Configuration Changes
H. Short-Field and Soft-Field Takeoffs
I. Short-Field and Obstructed Landing
J. En route Radio Procedures
K. VOR Tracking
L. VOR Position Finding
M. Critical Attitude Recovery

3. Introduction to Cross-Country Flight Procedures
   A. Three-Leg, Cross-Country Flight
      1) Pilotage navigation (all three legs)
      2) Dead reckoning navigation (all three legs)
      3) VOR radio navigation (on two legs)
   B. Departure
   C. Opening Flight Plan with FSS by Radio
   D. En route
   E. Diversion to an Altitude
   F. Calculating Groundspeed
   G. Estimates of Arrival Time
   H. Emergency Procedures
      1) Turbulent air
      2) High density altitude
      3) Adverse weather
      4) Icing conditions
      5) Engine failure
      6) Lost procedures
      7) Low fuel
      8) Communication loss
      9) Radio navigation loss
     10) Instrument failure
     11) Overheating engine
     12) Engine fire
   I. Three-Destination Airports
      1) Tower (including use of approach and departure control)
      2) FSS only
      3) UNICOM only
   J. Closing Flight Plan

4. Post-Flight Discussion

COMPLETION STANDARDS
The student will be expected to demonstrate the ability to conduct cross-country flight operations safely as sole occupant of the airplane. Complete familiarization with proper pre-flight action, flight planning, weather analysis, and available publications should be displayed. The student will conduct all duties of pilot in command with smoothness, accuracy, and competence.
**FLIGHT LESSON 18 – PRIMARY AIRCRAFT**

**Dual Flight**

**INSTRUCTION**

2.0 Flight *

0.5 Ground *

**Learning Objectives:**
The student will receive instruction for the dual night cross-country flight. The flight will be at least 100 NM and the remaining night Take-Off (T. O.) and landing requirements will be accomplished. The student will plan the cross-country flight and activate a flight plan and experience the night flying conditions.

**CONTENT:**

1. Pre-Flight Discussion and Orientation
   A. The route will be TTN-MIV-ILG-TTN.
2. Preparation
3. Flight
4. Post-Flight Discussion

**COMPLETION STANDARDS**
This lesson is complete when the student has accomplished the flight as planned. The ten flight landing requirements will be completed. After the flight, the student and instructor will discuss and correct any student problems or questions that may have arisen during the cross-country flight.

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**FLIGHT LESSON 19 – PRIMARY AIRCRAFT**

**PROGRESS CHECK**

**Dual Flight**

**INSTRUCTION**

1.2 Flight *

0.5 Ground *

**Learning Objectives:**
This lesson consists of a progress check by the Chief Flight Instructor or by his assistant to determine the student’s ability to plan and execute a cross-country flight. The student will have a cross-country flight planned and the Chief Flight Instructor or by his assistant will observe the student while departing on the planned flight. A written examination will precede this flight. This examination must be completed and passed before this flight.

**CONTENT:**

1. Pre-Flight Discussion and Orientation
   A. Minimum Equipment List and Airworthiness Requirements
2. Review
   A. Departure Procedures
   B. Communications
   C. Establishing Predetermined Ground Track
   D. Identifying VFR Checkpoints
   E. Use a Navigation Log
   F. Calculating Groundspeed
   G. Emergency Procedures
   H. Diversion
   I. Class "D" full stop landings utilizing ground control
3. Post-Flight Discussion
COMPLETION STANDARDS
The student will demonstrate the ability to conduct cross-country flights as the sole occupant of the airplane. The student will display competent performance in all maneuvers specified for cross-country purposes and an understanding of the procedures, which will insure safety during cross-country flight.

FLIGHT BLOCK 6 - LESSONS 20 TO 24

OBJECTIVE
In Flight Block 6, the student will prepare and practice all of the required flight maneuvers for private pilot certification by completing the solo cross-country.

CONTENT:
- Flight Block 6 Solo Flight Maneuvers
- Flight Lessons 20 - 24

COMPLETION STANDARDS
After successfully completing each of the flight study units in Flight Block 6, the student will display the understanding and ability to proficiently perform all flight maneuvers, required of a private pilot. The student will also display an understanding of the radar programs available for the VFR pilot.

FLIGHT LESSON 20 – PRIMARY AIRCRAFT
Solo Flight

SOLO
2.5 Flight *

Learning Objectives:
The student will conduct a solo cross-country utilizing pilotage, dead reckoning, and radio navigation, to gain further insight into the conduct of cross-country flight. The route will be TTN-LNS-ABE-TTN or TTN-ACY-WWD-TTN.

CONTENT:
1. Pre-Flight Discussion and Orientation
2. Preparation
   A. The student must receive a logbook endorsement on the day of the flight.
3. Flight
4. Post-Flight Discussion

COMPLETION STANDARDS
The student should display a continued gain in proficiency and understanding of the duties of the pilot in command in conducting cross-country flight operations in a safe and efficient manner. In review of the flight log, the instructor will determine how well the flight plan was followed and whether all flight log entries were made properly. The student and instructor will hold a post flight discussion to determine the success of the solo flight.
FLIGHT LESSON 21 – PRIMARY AIRCRAFT

Solo Flight

Learning Objectives:
During this lesson, the student will obtain the cross-country proficiency level of a private pilot. Additionally, this flight will meet the cross-country training requirements obtained in CFR 141 Appendix B. The route will be TTN-LNS-ABE-TTN or TTN-ACY-WWD-TTN, Which every flight was not completed in the previous lesson.

CONTENT:
1. Pre-Flight Discussion and Orientation
2. Preparation
   A. The student must receive a logbook endorsement on the day of the flight.
3. Flight
4. Post-Flight Discussion

COMPLETION STANDARDS
This lesson is complete when the student has conducted the assigned cross-country flight. The student should demonstrate a continued gain of proficiency and understanding of the duties of the pilot in command in conducting cross-country flight operations in a safe and efficient manner. In review of the flight log, the instructor will determine how well the flight plan was followed and whether all flight log entries were made properly.

FLIGHT LESSON 22 – PRIMARY AIRCRAFT

Dual Flight

Learning Objectives:
During this lesson, the student will review the listed flight maneuvers to gain proficiency and to enable the instructor to evaluate the student’s performance and make recommendations for solo practice.

CONTENT:
1. Pre-Flight Discussion and Orientation
   A. Minimum Controllable Airspeed
   B. Stall Series
   C. Steep Turns
   D. Ground Reference Maneuvers
   E. Normal and Crosswind Takeoffs and Landings
   F. Critical Attitude Recovery (IR)
   G. Emergency Climb and Descents (VR and IR)
2. Post-Flight Discussion

COMPLETION STANDARDS
The student will perform the designated maneuvers and procedures with competency and proficiency, as outlined in the current Practical Test Standards. Any maneuvers or procedures, which do not meet these criteria, should be assigned for solo practice.
FLIGHT LESSON 23 – PRIMARY AIRCRAFT  SOLO
Solo Flight  2.0 Flight *

Learning Objectives:
This lesson should be completed in at least two flights with a minimum of two hours of solo time. The student will review and practice the listed maneuvers, as well as those assigned by the instructor, to develop the student’s proficiency and confidence.

CONTENT:
1. Pre-Flight Discussion and Orientation
2. Review
   A. Minimum Controllable Airspeed
   B. Stall Series
   C. Steep Turns
   D. Normal and Crosswind Takeoffs and Landings
   E. Maneuvers Specified by the Flight Instructor for Review
3. Post-Flight Discussion

COMPLETION STANDARDS
This lesson is complete when the student has accomplished a review of the assigned maneuvers and procedures. The student and instructor will have a post-flight discussion of all aspects of the solo flight. The instructor will question the student to identify areas of strengths and weaknesses. Assignments will be made according to this determination.

FLIGHT LESSON 24 – PRIMARY AIRCRAFT  PROGRESS CHECK
Dual Flight  1.2 Flight *
0.1 IR *

Learning Objectives:
The first portion of this lesson is a progress check by the Chief Flight Instructor or by his assistant to evaluate the student’s proficiency in the maneuvers and procedures listed for review. A written examination must be completed and passed before this flight can be flown.

CONTENT:
1. Pre-Flight Discussion and Orientation
2. Review
   A. General Emergency Procedures
   B. Minimum Controllable Airspeed, Emphasize Coordinated Flight and Stall Spin Awareness
   C. VOR Position Tracking
   D. Ground Reference Maneuvers
   E. Class “D” Operations and Ground Communications
   F. Short-field and Soft-field T.O. and Landings
   G. Straight and Level, Climbs, Turns, Descents (IR)
3. Post-Flight Discussion

COMPLETION STANDARDS
At the completion of this lesson, the student will display knowledge of the correct procedures for meeting various emergency situations. During flight at minimum controllableairspeed, the student will maintain altitude within 100 feet, heading within 10°, andairspeed with 5 knots.
FLIGHT BLOCK 7 - LESSONS 25 TO 27

OBJECTIVE

Through this Flight Block, the student will review and practice flight maneuvers to obtain the proficiency level of a private pilot, as outlined in the current Private Pilot Practical Test Standards.

CONTENT:

♦ Flight Block 7 Private Pilot Proficiency Maneuvers
♦ Flight Lessons 25 – 27
♦ Instructional Ground Lesson

COMPLETION STANDARDS

The student will successfully complete each of the flight study units in Flight Block 7. At the completion of this Flight Block, the student’s performance will meet or exceed the standards presented in the current FAA Private Pilot Practical Test Standards.

FLIGHT LESSON 25 – PRIMARY AIRCRAFT
Dual Flight

INSTRUCTION
2.0 Flight *
0.3 IR *

Learning Objectives:
During this lesson, the student will demonstrate proficiency in all maneuvers and procedures assigned by the instructor.

CONTENT:
1. Pre-Flight Discussion and Orientation
2. Instructor Review of All Maneuvers
3. Post-Flight Discussion

COMPLETION STANDARDS
The student will demonstrate the ability to meet the proficiency requirements outlined in the FAA Private Pilot Practical Test Standards for operations as a private pilot. Additionally, flight time will be assigned at this time if it is considered necessary by the instructor.

FLIGHT LESSON 26 – PRIMARY AIRCRAFT
Solo Flight

SOLO
2.0 Flight *

Learning Objectives:
The student will use these two hours of solo flight to practice maneuvers specified by the flight instructor to gain or increase proficiency to the level required to successfully complete the final progress check. The student should also refer to CFR 141 Appendix B Private Pilot Certification course to ensure that all of the requirements for the Private Pilot certification have been completed.

CONTENT:
1. Pre-Flight Discussion and Orientation
2. Review
   A. As Assigned by the Flight Instructor
3. Post-Flight Discussion

COMPLETION STANDARDS
This lesson is complete when the student has accomplished a review of the assigned maneuvers. During the flight, the student should attempt to gain proficiency in all maneuvers specified for review purposes. Each maneuver should be performed with smoothness and coordination. At this point in time, the student pilot must meet all of the requirements for Private Pilot Certification.

GROUND LESSON

Learning Objectives:
The objective of this ground lesson is to determine the student’s preparedness for the FAA Private Pilot Oral Examination.

CONTENT:
1. Engine Operations
2. Emergency Operations
3. Mixture Learning Techniques
4. Electrical System
5. Fuel System
6. Taxi Technique
7. Aircraft Performance
8. Crosswind Operations
9. Weight and Balance
10. Right-of-Way Rules
11. Cruise Altitudes
12. Minimum Safe Altitudes
13. Ceiling Requirements for Airspace
14. Cloud Clearance and Visibility Requirements for Airspace
15. Supplemental Oxygen
16. Radio Frequencies
17. Special VFR
18. Minimum Equipment List and Airworthiness Requirements
19. Awareness and Knowledge of National Airspace System, TFR’s, ADIZ and FRZ Areas
20. Certificates and Documents
21. Weather Information
22. Cross-country Flight Planning
23. Aero medical Factors
24. ATC Light Signals
25. Federal Aviation Regulations
26. Night Operation
27. Practical Test Standards

COMPLETION STANDARDS
The student will display the aeronautical knowledge required of a private pilot.
FLIGHT LESSON 27 – PRIMARY AIRCRAFT

Dual Flight

 Learning Objectives:
During the final progress check, the Chief Flight Instructor or his assistant will determine that the student has acquired the proficiency level required to meet or exceed the test described in the Private Practical Test Standards.

CONTENT:
1. Private Pilot Practical Test Standards Criteria including:
   Certificate and Document Requirements
   Airworthiness Requirements
   Cross Country Planning
   Performance and Limitations
   Operation of Systems
   Aeromedical Factors
   Weather Information
   National Airspace System
   Preflight
   Engine Start
   Cockpit Management
   Taxiing
   Runway incursion avoidance
   Before Takeoff Checklist
   Airport Markings
   Airport Operations and ATC Light Gun Signals
   Traffic Pattern Operations
   Normal/Crosswind Takeoff and landings
   Short Field and Soft Field Takeoffs
   Short Field and Soft Field Approach and Landing
   Forward Slip to Landing
   Go Around/Rejected Landing
   Slow Flight
   Stalls - Power on and Power Off
   Spin Awareness
   Steep Turns
   Ground Reference Maneuvers
   Basic Instrument Maneuvers: Straight and Level, Turns, Climbs, Descents, Turning Climbs, Turning Descents, Unusual Attitudes, Navigation Systems, and Radio Procedures
   Navigation Including Pilotage, Dead Reckoning, and Diversion and Lost Procedures
   Systems and Equipment Malfunctions
   After Landing Procedures and Parking

2. Post-Flight Discussion

COMPLETION STANDARDS
The student will meet or exceed the proficiency requirements in all areas of flight operations that are required of a private pilot as outlined in the current FAA Private Pilot Practical Test Standards. In
addition, the student will have a full understanding of what will be required in performance, proficiency, and understanding during the private pilot test. Additional training may be assigned if necessary.

**EVALUATION OF STUDENT LEARNING**

Specific Grading:

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<th>Letter Grade</th>
<th>Nominal %</th>
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<tr>
<td>A</td>
<td>93-100</td>
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<td>D</td>
<td>60-69</td>
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<tr>
<td>F</td>
<td>0-59</td>
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</tbody>
</table>

- The flight grade is dependent on a practical outcome of the final progress check flight, class attendance, and participation policy. Attendance and completion of class assignments are mandatory.
- A Rubric for the Flight Class is as follows:

The practical assessment is based upon the current Private Pilot Practical Test Standard (PTS) utilized for grading purposes. The examiner is obligated by the Federal Aviation Administration to make sure the applicant (student) meets these standards in all Areas of Operation of the Practical Test Standards. A final grade for this course will be determined as follows:

A = Meets all areas and consistently exceeds 9 of 11 areas of operation.
B = Meets all areas and consistently exceeds between 5-8 areas of operation.
C = Meets all areas and consistently exceeds between 1-4 areas of operation.
D = Meets all areas but does not exceed in any of the areas of operation.
F = Does not meet the standards of performance in any of the areas of operation.

**ACADEMIC INTEGRITY STATEMENT OMB 210**

Mercer County Community College is committed to Academic Integrity -- the honest, fair and continuing pursuit of knowledge, free from fraud or deception. This implies that students are expected to be responsible for their own work and that faculty and academic support services staff members will take reasonable precautions to prevent the opportunity for academic dishonesty. The college recognizes the following general categories of violations of Academic Integrity, with representative examples of each. Academic Integrity is violated whenever a student:

A. Uses or obtains unauthorized assistance in any academic work

- copying from another student's exam
- using notes, books, electronic devices or other aids of any kind during an exam when prohibited
- stealing an exam or possessing a stolen copy of an exam
B. Gives fraudulent assistance to another student

- completing a graded academic activity or taking an exam for someone else
- giving answers to or sharing answers with another student before, during or after an exam or other graded academic activity
- sharing answers during an exam by using a system of signals

C. Knowingly represents the work of others as his/her own, or represents previously completed academic work as current

- submitting a paper or other academic work for credit which includes words, ideas, data or creative work of others without acknowledging the source
- using another author's words without enclosing them in quotation marks, without paraphrasing them or without citing the source appropriately
- presenting another individual's work as one's own
- submitting the same paper or academic assignment to another class without the permission of the instructor

D. Fabricates data in support of an academic assignment

- falsifying bibliographic entries
- submitting any academic assignment which contains falsified or fabricated data or results

E. Inappropriately or unethically uses technological means to gain academic advantage

- inappropriately or unethically acquiring material via the Internet or by any other means
- using any electronic or hidden devices for communication during an exam

Each instructor and academic support service area is authorized to establish specific guidelines consistent with this policy.

CONSEQUENCES FOR VIOLATIONS OF ACADEMIC INTEGRITY

For a single violation, the faculty member will determine the course of action to be followed. This may include assigning a lower grade on the assignment, assigning a lower final course grade, failing the student in the course, or other penalty appropriate to the violation. In all cases, the instructor shall notify the Chair of the Academic Integrity Committee of the violation and the penalty imposed. When two (or more) violations of academic integrity are reported on a student, the Academic Integrity Committee (AIC) may impose disciplinary penalties beyond those imposed by the course instructors. The student shall have the right to a hearing before the AIC or a designated AIC subcommittee.

APPEALS

The student has a right to appeal the decision of the instructor or the Academic Integrity Committee. Judicial procedures governing violations of Academic Integrity are contained in the Student Handbook.

Approved by the MCCC Board of Trustees March 18, 2004
CLASSROOM CONDUCT STATEMENT

It is the student’s responsibility to attend all of their classes. If they miss a class meeting for any reason, students are responsible for all content that is covered, for announcements made in their absence, and for acquiring any materials that have been distributed in class. If students walk into a class after it has begun, it is expected that they choose a seat close to where they entered the room so that they do not disrupt the class meeting.

Students are expected to follow ordinary rules of courtesy during class sessions. Engaging in private, side conversations during class time is distracting to other students and to the instructor. Leaving class early without having informed the instructor prior to class is not appropriate. Unless there is an emergency, leaving class and returning while the class is in session is not acceptable behavior. Disruptive behavior of any type, including sharpening pencils during class while someone is speaking, is not appropriate.

The college welcomes all students into an environment that creates a sense of community of pride and respect; we are all here to work cooperatively and to learn together.