



Aviation Technician-Aircraft Maintenance Handbook

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Coordinator Welcome

Welcome to Confederation College and the Aviation Technician - Aircraft Maintenance program.

Program Overview:

You have just begun what should be some of the most exciting and challenging years of your life. Your success at college will depend on how enjoyable and productive **you** make your college years. It's the work ethic and attitude you display that will determine your success and lead you to develop a complete set of self-management and employability skills to assist you in your career path.

This program is accredited by Transport Canada. We will provide graduates with the advanced knowledge and skills necessary to develop into a competent and reliable Aircraft Maintenance Engineer. Whether you have decided that this is the career choice for you or you have not fully defined the career path you wish to pursue, you will be expanding your knowledge base and developing work habits and skills universal to any profession.

You have made a great choice of studies! Don't be afraid to ask questions. You are ultimately responsible for what you learn and how interesting you make it. We will be here to help and guide you. We expect a lot from you. You will be stressed and expected to work very hard, but you will succeed if you really want to and it is our job to help you do just that. So work hard, learn a lot and have fun.

We look forward to helping you achieve your career goals!

Danny

Coordinator, Aviation Technician – Aircraft Maintenance



Coordinator Contact Information

Danny Greer

Office: ACE 206

Tel: (807) 473-2429

Email: dgreer@confederationcollege.ca

1. Introduction

We want you to be successful in this program. You have chosen it for good reason, and we are excited to work with you to help you succeed.

We designed this handbook to help you understand the expectations of this program, the policies of the college, and the resources available to you.

We work hard to make sure the information in this handbook is accurate. If any changes occur through this school year, you will be notified by email. Be sure to check that you are reading the handbook for the year we are in.

This handbook is specific to your program, but there are other general college policies that you also need to be familiar with.

These can be found

- On the [College website](#)
- In the [New Student Guidebook](#)
- In the [SUCCI Student Handbook](#)

The SUCCI Student Handbook provides details regarding Student Services, Safety and Security, Student Rights and Responsibilities and more.

It is the responsibility of each student to review and comply with the content in this handbook.

If there are any questions or concerns regarding the content in this handbook, please contact:

Danny Greer, Program Coordinator

Email address: dgreer@confeferationcollege.ca

Jessica Armstrong, Student Success Advisor

Email address: Jessica.Armstrong@confederationcollege.ca

We wish you all the best in your studies!

2. Program Credential and Courses

Aviation Technician - Aircraft Maintenance

Explanation of credential and courses.

2-Year Ontario College Diploma Program

Students in this two-year College Diploma program take courses in each of the four semesters along with a co-op work term in the summer between second and third semesters. The elective in second semester will be AS332 and you will have a choice between SY066 and LV100 in third semester. Your fourth semester elective is yours to choose, however we do recommend an online elective.

The standard sequence of courses are as follows:

Semester 1		Semester 2	
AM166	Reciprocating Engines I	AM210	CARs & Human Factors
AM167	Reciprocating Engines Lab I	AM266	Reciprocating Engines II
AM172	Aircraft Electrical I	AM267	Reciprocating Engines Lab II
AM173	Aircraft Electrical Lab I	AM272	Aircraft Electrical II
AM174	Aerodynamics	AM273	Aircraft Electrical Lab II
AM178	Practical Aviation Mathematics	AM282	Structures II
AM182	Structures I	AM283	Structures Lab II
AM196	Standard Practices I	AM288	Turbines I
AM197	Standard Practices Lab I	AM296	Standard Practices II
		AM297	Standard Practices Lab II
		GE	General Elective
		AM399	Co-op work term, summer
Semester 3		Semester 4	
AM302	Canadian Aviation Regulations (CARs)	AM470	Avionics
AM366	Reciprocating Engines III	AM471	Avionics Lab
AM367	Reciprocating Engines Lab III	AM486	Rotary II
AM370	Aircraft Instrumentation & Systems	AM487	Rotary Lab II
AM371	Aircraft Instrumentation & Systems Lab	AM488	Turbines II
AM386	Rotary I	AM489	Turbines Lab II
AM387	Rotary Lab I	AM490	Airframe Systems II
AM388	Turbines II	AM495	Airframe Systems Lab II
AM389	Turbines Lab II	GE	General Elective
AM394	Airframe Systems I		
AM395	Airframe Systems Lab I		
GE	General Elective		

DegreeWorks is a web-based assessment tool to assist you in tracking your progress throughout your program.

Note: Please check [Degree Works](#) for the most recent version of your programs' courses.

AT - AM Diploma Planner

Course Planner Checklist

Name: _____ Student # _____

Full-Time Program Requirements	✓ have (Grade)	X need
SEMESTER 1		
AM 166 Reciprocating Engines I		
AM 167 Reciprocating Engines Lab I		
AM 172 Aircraft Electrical I		
AM 173 Aircraft Electrical Lab I		
AM 174 Aerodynamics		
AM 178 Practical Aviation Mathematics		
AM 182 Structures I		
AM 196 Standard Practices I		
AM 197 Standard Practices Lab I		
SEMESTER 2		
AM 210 CARs & Human Factors		
AM 266 Reciprocating Engines II		
AM 267 Reciprocating Engines Lab II		
AM 272 Aircraft Electrical II		
AM 273 Aircraft Electrical Lab II		
AM 282 Structures II		
AM 283 Structures Lab II		
AM 288 Turbines I		
AM 296 Standard Practice II		
AM 297 Standard Practice Lab II		
GE – General Elective		
AM 399 Co-op work term, summer		

Full-Time Program Requirements	✓ have (Grade)	X need
SEMESTER 3		
AM 302 CARs		
AM 366 Reciprocating Engines III		
AM 367 Reciprocating Engines Lab III		
AM 370 Aircraft Instrumentation & Systems		
AM 371 Aircraft Instrumentation & Systems Lab		
AM 386 Rotary I		
AM 387 Rotary Lab I		
AM 388 Turbines II		
AM 389 Turbines Lab II		
AM 394 Airframe Systems I		
AM 395 Airframe Systems Lab I		
GE – General Elective		
SEMESTER 4		
AM 470 Avionics		
AM 471 Avionics Lab		
AM 486 Rotary II		
AM 487 Rotary Lab II		
AM 488 Turbines III		
AM 489 Turbines Lab III		
AM 490 Airframe Systems II		
AM 495 Airframe Systems Lab II		
GE – General Elective		

DegreeWorks is a web-based assessment tool to assist you in tracking your progress throughout your program.

Note: Please check [Degree Works](#) for the most recent version of your programs' courses.

3. Class Guidelines

Our goal at Confederation College is to create open, inclusive, and respectful learning environments for everyone – students, professors, and staff.

In order to maintain this kind of learning environment, we have created policies and procedures that outline the rights and responsibilities of students and professors.

Policies regarding Academic and Personal conduct are on the College website ([link provided](#)) and also on page 11 of this handbook. We expect all students to review and follow these policies.

Policies below are specific to the Aviation Technician – Aircraft Maintenance program.

General Class Structure

On the first day or two of a class your professors will inform you of specific class rules and provide you with a course outline. This outline will describe the course, outline your assignments, explain the grading system, and provide a class schedule with important dates and deadlines. Usually, this information is posted in Blackboard, so refer to it often to avoid missing any deadlines.

Professors will use your **college email address** and/or Blackboard as a means of communication.

It is your responsibility to check your college email regularly.

Classes are scheduled for 50 minutes with 10 minute breaks between classes. Professors will provide instructions for breaks in labs.

4. Program Expectations

Attendance / Participation / Missed Tests & Assignments

This program is accredited with Transport Canada, meaning we follow their rules along with the college requirements. Attendance is very critical in this program. You are required to attend 95% of all aviation courses in order to achieve the attendance credit from Transport Canada.

Transport Canada also mandates the minimum number of hours in the program therefore our semester schedule is different (longer) than most other college programs. Check Academic Calendar of Events.

- Success is directly related to attendance. It is expected that you will attend all classes.
- Absences for legitimate reasons do occur BUT **your professors need to be made aware – either prior to, or immediately following the absence.** Please discuss with a professor ahead of time for any known time away from school.

- If you are absent from class, you must find out what you missed from your classmates or professor. Your professor will not come to you or re-teach the material.
- Students are required to hand in original work created by you, in conjunction with the professor's instructions and due dates.
- Students are required to take all evaluations on the date and time scheduled by the professor. Students can discuss extenuating circumstances with their professor prior to the date and time of the evaluation.
- Course outlines state the evaluations that are required for each course. There will be NO extra work or extra credits in this program.
- During all evaluations only those items required to complete the evaluation will be allowed on or at your desk.
- During all evaluations there will be no bulky outwear, backpacks, or large bags allowed at your desk.

Teamwork

Students can be expected to work in pairs or groups in the labs. Professors may choose the pairs or groups depending on the situation.

Individual students are expected to be full participants in, and contributors to, each group-based evaluation within the program coursework.

Guidelines will be provided outlining the requirements of group work by your professor.

Grading

Transport Canada requirements for this program are a 70% pass mark. A grade in the 70's is a B, while a grade 80% and higher is an A.

For any grades in the 60's please see the program co-ordinator for options. Any grades below a 60 are considered a failing grade.

Course Evaluation and Grading Policy Ch5-s1-01 can be found on the [Academic Policies webpage](#).

DegreeWorks is a web-based assessment tool to assist you in tracking your progress throughout your program. [Link to DegreeWorks information.](#)

Professionalism and In-class Behaviour

- **Conduct yourself as a professional.** This includes your emails and interactions in the classroom and labs with faculty and classmates. Address your colleagues and teachers with respect both online and in-person.
- **Food & Drink in class.** Food is not allowed in the classroom. Drinks are allowed. Dispose of your own garbage and clean up any messes. Professors will provide instructions for labs.
- **Turn off your cell phone in class.** If you must answer a call, leave the classroom quietly so you do not disturb the class.
- **Focus on what's happening in class.** Talking to classmates while the professor is speaking is considered disrespectful and disruptive.
- **Arrive on time to class.** Remember 95% attendance requirement. Professors may lock the door once class starts. If you need to leave the class early, try to leave at a break and explain to your professor why you need to leave.
- **Ask for help when you need it.** We have many supports available to all students to help them be successful.
- **Participate during the class.** Students are encouraged to pay attention, take notes, participate in classroom.
- **Recording of lectures.** There will be no recording of lectures, unless provided through a student accommodation plan.
- **Pictures in class.** Students are not permitted to take pictures of the lessons during class.
- **Podium equipment.** Students are not permitted to use the podium equipment unless it is authorized as part of a student presentation for class.

Additional expectations:

- **Have reasonable expectations regarding email/telephone response times.** Messages sent at late hours or on weekends will not be responded to until appropriate working hours.
- **Leave clear messages.** When leaving messages for professors, always (and clearly) include your full name, contact information, and specific class, as well as your question or concern.
- **Keep track of appointments.** If you schedule a meeting outside of class time with your professor, be sure to add it to your calendar and attend. If you cannot make an appointment, contact your professor beforehand to let him/her know you will not be showing up.
- **Know the start date and end date of each semester, as well as dates for any holidays or breaks.** (All relevant dates are identified in your SUCCI Student Handbook.) Early departure at the semester's end, or other scheduled vacation during the academic semester is not considered as an 'extraordinary circumstance.' You will NOT be granted permission to write tests or exams earlier or later to accommodate this.

Program Handbook Sign-off

I hereby certify that I have read, understood and will comply with the information listed in the Aviation Technician – Aircraft Maintenance Program Handbook.

Student Name (print): _____

Student ID: _____

Date: _____

Student Signature: _____

5. Academic Policies

Students should familiarize themselves with the following College policies:

Charter of Students' Rights & Responsibilities: Ch5-s5-03

Course Evaluation and Grading Policy: Ch5-s1-01

Student Code of Conduct: Ch5-s5-02

Academic Integrity: Ch5-s5-01 (Sign-off Required, see page 13)

Use of Electronic Devices in Class: Ch5-s5-06

Academic Appeal Policy: Ch5-s1-02

A complete list of Confederation College Policies and Procedures can be found on the website, or accessed through the link below:

[Link to main Academic Policies and Procedures webpage](#)

Academic Integrity

Purpose: Academic integrity is central to the mission of Confederation College. Commitment to academic integrity supports the mutual respect and learning that our community values. The Academic Integrity Policy and Procedure reflect these values.

Scope: Applies to all students and staff to guide behavior and support learning.

Academic Integrity: Having academic integrity means acting fairly and honestly when engaging in academic activities. By having and applying an Academic Integrity Policy and Procedure, Confederation College ensures graduates complete their studies fairly and honestly through hard work and dedication, and thus are well-prepared for their future careers.

Definition of Academic Dishonesty: A violation of academic integrity. Academic dishonesty takes the form of any kind of cheating in academic work, including taking credit for the work of others without crediting them, misrepresenting one's own work, fabricating information, and facilitating academic dishonesty by others.

Examples of academic dishonesty include, but are not limited to, the following:

- Plagiarism: representing the words or ideas of someone else as one's own including copy and pasting from internet, as well as failing to attribute any of the following: quotations, paraphrases, or borrowed information.
- Unauthorized use of artificial intelligence: utilizing AI and specifically foundational models to create writing, computer code, or images from minimal human prompting and presenting that work as one's own is an academic offense. There will be times when you are able to utilize generative artificial intelligence for productive and ethical academic use, but these instances will be guided and introduced by your faculty as part of your learning.
- Cheating: using or attempting to use unauthorized information or materials in any academic exercise; copying from one's own or someone else's work; representing someone else's work as one's own; or violating rules and policies governing examinations, such as bringing pre-written work into an in-class examination or talking during examination or accessing information via the internet.
- Fabrication: inventing or falsifying data, citations, or information.
- Facilitating academic dishonesty: intentionally helping or trying to help someone else commit an act of academic dishonesty.

Consequences: Violations may result in failing grades, suspension, or expulsion. Violation may also entail being recorded in the online tracking tool.

Procedure for Students:

- Read and become familiar with College policy and faculty expectations regarding academic integrity, as stated in the course outline.
- Seek clarification of principles and practices of academic integrity from the faculty and/or other academic resources, such as librarians, tutors, or the writing center, before completing assignments or attempting examinations.
- Cooperate with faculty if issues of Academic Dishonesty arise.

Academic Integrity Sign-off

Sign-off shows acknowledgment of your commitment to uphold academic integrity and understanding of the consequences for academic dishonesty, including specific examples provided.

I, _____ (print full name), have read and understand the Academic Integrity information and policy contained in the Aviation Technician - Aircraft Maintenance program handbook.

Signature: _____ Date: _____

6. Resources and Support Services

Writing Centre

<https://www.confederationcollege.ca/department/tutoring/writing-centre>

Student Success Centre

<https://www.confederationcollege.ca/department/student-success-centre>

Degree Works

<https://www.confederationcollege.ca/department/registration/degreeworks>

Academic Date Calendar

<https://www.confederationcollege.ca/department/admissions/registration-services>

7. Contact Information

Program Coordinator:

Danny Greer

Ph: 807-473-2429

Email: dgreer@confederationcollege.ca

Student Success Advisor:

Jessica Armstrong

Ph: 807-474-2018

Email: Jessica.Armstrong@confederationcollege.ca

Associate Dean:

Matt Bunn

Ph: 807-473-3746

Email: mbunn@confederationc.on.ca

Distance Education:

Email: de@confederationcollege.ca