ARIZONA WESTERN COLLEGE
SYLLABUS

AVN 250 AVIATION CAREER DEVELOPMENT

Credit Hours: 3 Lecture: 3

PREREQUISITE: None

Course Description
Prepares students to pursue education, employment, certification, and professional-development opportunities across aviation and aerospace. Students research career pathways, build professional application materials, practice interviewing and networking, examine industry expectations, and develop an individualized aviation career plan.

1. COURSE GOALS
   1.1 Identify aviation and aerospace career pathways and associated qualification requirements.
   1.2 Develop professional communication, application, networking, and interview skills.
   1.3 Create an actionable education and career-development plan.

2. OUTCOMES
   Upon successful completion, students will be able to:
   2.1. Compare career pathways in flight operations, airports, airlines, UAS, maintenance, air traffic, aerospace, military, and related fields.
   2.2. Research education, certification, medical, experience, and hiring requirements for selected aviation careers.
   2.3. Prepare an aviation-focused resume and professional profile.
   2.4. Demonstrate effective professional communication and interviewing techniques.
   2.5. Explain the role of networking, mentoring, professional organizations, and continuing education.
   2.6. Identify professionalism, ethics, safety culture, and reliability expectations in aviation employment.
   2.7. Develop a personalized career pathway with short- and long-term milestones.
   2.8. Present a professional career portfolio appropriate to an aviation opportunity.
3. METHODS OF INSTRUCTION
   3.1 Lecture
   3.2 Multi-media Presentations
   3.3 Group Discussions

4. LEARNING ACTIVITIES
   - 4.1 Aviation Career Research and Pathway Planning
   - 4.2 Resume, Interview, and Professional Communication Exercises
   - 4.3 Professional Aviation Career Portfolio
5. EVALUATIONS
   - 5.1 Quizzes/Exams
   - 5.2 Assignments
   - 5.3 Participation

6. STUDENT RESPONSIBILITIES
   - 6.1 Under AWC Policy, students are expected to attend every session of class in which they are enrolled.
   - 6.2 If a student is unable to attend the course or must drop the course for any reason, it will be the responsibility of the student to withdraw from the course. Students who are not attending as of the 45th day of the course may be withdrawn by the instructor. If the student does not withdraw from the course and fails to complete the requirements of the course, the student will receive a failing grade.
   - 6.3 Americans with Disabilities Act Accommodations: Arizona Western College provides academic accommodations to students with disabilities through Accessibility Resource Services (ARS). ARS provides reasonable and appropriate accommodations to students who have documented disabilities. It is the responsibility of the student to make the ARS Coordinator aware of the need for accommodations in the classroom prior to the beginning of the semester. Students should follow up with their instructors once the semester begins. To make an appointment call the ARS front desk at (928) 344-7674 or ARS Coordinator at (928) 344-7629, in the College Community Center (3C) building, next to Advising.
   - 6.4 Academic Integrity: Any student participating in acts of academic dishonesty—including, but not limited to, copying the work of other students, using unauthorized “crib notes”, plagiarism, stealing tests, or forging an instructor’s signature—will be subject to the procedures and consequences outlined in AWC’s Student Code of Conduct.
   - 6.5 Texts and Notebooks: Students are required to obtain the class materials for the course.
   - 6.6 Arizona Western College students are expected to attend every class session in which they are enrolled. To comply with Federal Financial Aid regulations (34 CFR 668.21), Arizona Western College (AWC) has established an Attendance Verification process for "No Show" reporting during the first 10 days of each semester. Students who have enrolled but have never attended class may be issued a “No Show” (NS) grade by the professor or instructor and receive a final grade of “NS” on their official academic record. An NS

grade may result in a student losing their federal financial aid. For online classes, student attendance in an online class is defined as the following (FSA Handbook, 2012, 5-90):

- Submitting an academic assignment
- Taking an exam, an interactive tutorial or computer-assisted instruction
- Attending a study group that is assigned by the school
- Participating in an online discussion about academic matters
- Initiating contact with a faculty member to ask a question about the academic subject studied in the course