
MOS 4409G Aviation Safety
Course Outline: Section – 001 / 2013

1. Course Information:

1.1. Class Location and Time:

Room: SSC-3026

Time: Wednesdays 11:30-2:30

1.2. Instructor: Suzanne Kearns

Office: SSC 4428

Office Hours: Wednesday 9:30-11:30am, 2:30-3:30pm

Phone: 661-2111 x81465

Email: skearns4@uwo.ca

Website Address: <https://owl.uwo.ca/portal>

DAN Management and Organizational Studies strives at all times to provide accessibility to all faculty, staff, students and visitors in a way that respects the dignity and independence of people with disabilities. Please contact the course instructor if you require material in an alternate format or if you require any other arrangements to make this course more accessible to you. You may also wish to contact Services for Students with Disabilities (SSD) at 519-661-2111 ext 82147 for any specific question regarding an accommodation. More information about “Accessibility at Western” is available at: <http://accessibility.uwo.ca>

2. Calendar Description

- 2.1. This course focuses on the science of pilot performance, aviation safety, risk management and aviation security. Information will be drawn from human physiology, basic learning theory, accident statistics, security threats, and pilot training. A focal point will be on understanding the nature and causation of accidents.

3 lecture hours, 0.5 course

- 2.2. **Antirequisite(s):** None

- 2.3. **Prerequisite(s):** [MOS 2320A/B](#) (or [MOS 3320A/B](#)), [MOS 3321F/G](#) and either [MOS 3322F/G](#) or [MOS 3420F/G](#) and enrollment in 4th year of a Consumer Behavior module in BMOS.

- 2.4. Senate Regulations state, “unless you have either the requisites for this course or written special permission from your Dean to enroll in it, you will be removed from this course and it will be deleted from your record. This decision may not be appealed. You will

receive no adjustment to your fees in the event that you are dropped from a course for failing to have the necessary prerequisites.”

3. Textbooks

None – electronic readings available through OWL

4. Course Objectives and Format

4.1. Course Objectives

1. To become aware of the organizational approach to safety and safety management systems
2. To be able to critically analyze, discuss, and make presentations regarding aviation safety cases

4.2. Course format

- The course will be organized as a combination of lecture, case analysis, group discussion, group activities, and student presentations.

5. Evaluation

5.1 Class Participation: A crucial element of this course is the sharing of ideas and opinions. Since each of us brings a unique background of experiences, much can be learned from class debate and discussion. However, perfect attendance alone will not guarantee a perfect participation grade. Your participation grade will be dependent on your *involvement* in class discussions and activities, questioning of student presentations, and attendance. Participation will account for 10% of your final grade.

Absences: All absences will impact your participation grade. As a rule of thumb, you can expect each absence to subtract 10% of your participation grade. For medical absences, refer to the policy on accommodation for medical illness (<https://studentservices.uwo.ca/secure/index.cfm>). If you have a valid excuse for an absence you must inform the instructor before the intended date. It is the instructor's discretion whether or not to excuse an absence.

5.2 Case Presentation: As a class, after we have worked through several cases you will get the chance to analyze a case and lead a discussion with the class. You will work in small groups to complete this assignment. The goal of the assignment is to give you an opportunity to practice making a business presentation as well as to become highly familiar with a particular case. Your group will have 60-75 minutes to present your case to the class and lead a discussion on the topic. You will also be required to individually submit a 4-page analysis of the case you are presenting. On the day of your group's presentation, you must submit: 1) PowerPoint slides used in the presentation, 2) copies of any handouts used in the presentation, 3) a printed list of discussion questions you will use to lead the group, and 4) individual write-ups analyzing the case (4 pages for each person). Additional details will be provided in class.

5.3 Essay: During class, you will be exposed to the organizational approach to aviation safety. As a component of the course you will be required to compose an essay describing the impact of safety management systems on the aviation industry internationally. The essay must be written in APA format, 6 pages in length, and include a minimum of 10 academic references. Your essay will be due at 11:30am on February 29, 2013. You are required to submit a hard copy of the essay in addition to uploading an electronic copy to turnitin.com.

5.4 Final Examination: A comprehensive final examination will be given at the end of the semester. A final exam review will be given prior to the exam. The final exam will cover all information in the course, including readings, lectures, videos, examples, etc. Therefore it is crucial that you take good notes throughout the term and complete all assigned readings. The exam will use a case format where you will be required to apply information learned throughout the course to analyze the situation.

Evaluation Item	Percentage of Course Grade
5.1 Class Participation	10%
5.2 Case Presentation	20%
5.2.1 Case Analysis Write-Up	5%
5.3 Essay	25%
5.4 Final Examination	40%

Hard-copy print outs of assignments and/or essays are due on the dates indicated, at 11:30. Any assignments turned in after 11:30 on the due date will incur a 10% late penalty per day. There are no exceptions to this policy. If you are unable to turn in the assignment on the due date, you may ask another student to turn it in on your behalf. Electronic/emailed versions of assignments will not be accepted.

Students are responsible for material covered in the lectures as well as the assigned chapters/readings. The midterm examination will be in class time. The final exam will be scheduled during the exam period. Exams will not be returned to students but may be reviewed in the instructor's office.

Students are **REQUIRED TO COMPLETE ALL COMPONENTS** of this course. There are no exceptions to this. Extra assignments to improve grades will **NOT** be allowed.

Exams will be scored using the program Scan Exam which examines the answer sheets for unusual coincidences in the pattern of answers given which may be indicative and used as supporting evidence of cheating.

Grades will **not** be adjusted on the basis of need. It is important to monitor your performance in the course. Remember: *You* are responsible for your grades in this course.

6. Lecture and Examination Schedule

**Please note that all readings are available online on the MOS 4409 site on OWL*

January 9, 2013

Syllabus Overview
Introduction to Safety Management Systems

January 16, 2013

TEM Reading
ICAO Handout 1

January 23, 2013

UWO SMS Tool Kit – Section 1: Safety Management Plan
ICAO Handout 2

January 30, 2013

UWO SMS Tool Kit – Sections 2 & 3: Documentation Management & Safety Oversight
ICAO Handout 3

February 6, 2013

UWO SMS Tool Kit – Sections 4 & 5: Training and Quality Assurance
ICAO Handout 4

February 13, 2013

UWO SMS Tool Kit – Section 6: Emergency Response Planning
ICAO Handout 5

February 27, 2013

Risk Mitigation in Large-Scale Systems (page 39 of online readings)
ICAO Handout 6

February 29, 2013

Compliance Management (page 195 of online readings)
Problems at China Airlines (page 16 of online readings)
ESSAYS DUE

March 6, 13, 20, 27, April 3, 10, 2013

Student case presentations – choose one of the following or identify your own accident/incident and get the instructor's approval:

- Jet Propulsion Laboratory (page 51)
- Alaska Airlines and Flight 261 (page 77)
- The Zeebrugge Car Ferry Disaster (page 93)
- Korean Air (page 111)
- United 173 (page 123)
- United 232 (page 132)

- Space Shuttle (page 155)
- Spring Airlines (page 166)
- Flying Light: British Airways Flight 268 (page 210)

7. University Policy Regarding Illness

7.1. Illness

The University recognizes that a student's ability to meet his/her academic responsibilities may, on occasion, be impaired by medical illness. Illness may be acute (short term), or it may be chronic (long term), or chronic with acute episodes. The University further recognizes that medical situations are deeply personal and respects the need for privacy and confidentiality in these matters. However, **in order to ensure fairness and consistency for all students, academic accommodation for work representing 10% or more of the student's overall grade in the course shall be granted only in those cases where there is documentation supplied (see below for process) indicating that the student was seriously affected by illness and could not reasonably be expected to meet his/her academic responsibilities.**

Documentation shall be submitted, as soon as possible, to the appropriate Dean's office (the Office of the Dean of the student's Faculty of registration/home Faculty) together with a request for relief specifying the nature of the accommodation being requested. These documents will be retained in the student's file, and will be held in confidence in accordance with the University's Official Student Record Information Privacy Policy [<http://www.uwo.ca/univsec/handbook/general/privacy.pdf>].

Once the petition and supporting documents have been received and assessed, appropriate academic accommodation shall be determined by the Dean's Office in consultation with the student's instructor(s). Academic accommodation may include extension of deadlines, waiver of attendance requirements for classes/labs/tutorials, arranging Special Exams or Incompletes, re-weighting course requirements, or granting late withdrawals without academic penalty.

Academic accommodation shall be granted only where the documentation indicates that the onset, duration and severity of the illness are such that the student could not reasonably be expected to complete his/her academic responsibilities. (Note: it will not be sufficient to provide documentation indicating simply that the student was seen for a medical reason or was ill.)

A form to be completed by off-campus physicians is available at:

<http://counselling.ssc.uwo.ca/forms/medicalNote.pdf>

Whenever possible, students who require academic accommodation should provide notification and documentation **in advance of due dates, examinations**, etc. Students must follow up with their professors and their Academic Counselling office in a timely manner.

In the case of a final examination in the course, the student must arrange for a Special Examination or Incomplete through their Dean's office, for which you will be required to provide acceptable documentation.

If you feel that you have a medical or personal problem that is interfering with your work, you should contact your instructor and the Faculty Academic Counselling Office as soon as possible. Problems may then be documented and possible arrangements to assist you can be discussed at the time of occurrence rather than on a retroactive basis. In general, retroactive requests for grade revisions on medical or compassionate grounds will not be considered.

7.2. Make Up Examinations

- The student must write a make-up exam if the regularly scheduled exam is missed for reasons for which adequate documentation is received by the instructor (this documentation must be supplied by the Academic Counselling office).

7.3. Attendance

- It is expected that students will attend all classes. The professor does not provide access to lecture notes. Students are encouraged to obtain missed lecture notes from a fellow student.

8. University Policy on Cheating and Academic Misconduct

8.1. Cheating on exams will not be tolerated; students are referred to the university policy on scholastic offenses (see section 9.0 below). Looking at the test of another student, allowing another student to view your exam, or obtaining information about a test in advance are all examples of cheating. Students found cheating will receive a zero (0%) on that exam. A number of safeguards will be employed to discourage cheating. For example, examination supervisors (proctors) of the tests may ask students to move to another seat during the exam, cover their paper, avert their eyes from other students' papers, remove baseball caps, etc. This is not meant as a personal affront nor as an accusation of cheating, rather as vigilant attempts at proctoring. A copy of guidelines about how to avoid cheating can be obtained from the office of the Ombudsperson, Room 251 University Community Centre, (519) 661-3573.

8.2. Students are responsible for understanding the nature of and avoiding the occurrence of plagiarism and other academic offenses. Students are urged to read the section on Scholastic Offenses in the Academic Calendar. Note that such offenses include plagiarism, cheating on an examination, submitting false or fraudulent assignments or credentials, impersonating a candidate, or submitting for credit in any course without the knowledge and approval of the instructor to whom it is submitted, any academic work for which credit has previously been obtained or is being sought in another course in the University or elsewhere. If you are in doubt about whether what you are doing is inappropriate, consult your instructor. A claim that "you didn't know it was wrong" will not be accepted as an excuse.

8.3. The penalties for a student guilty of a scholastic offense include refusal of a passing grade in the assignment, refusal of a passing grade in the course, suspension from the University, and expulsion from the University.

9. Procedures For Appealing Academic Evaluations

9.1. In the first instance, all appeals of a grade must be made to the course instructor (informal consultation). If the student is not satisfied with the decision of the course instructor, a written appeal must be sent to the Assistant Program Director or Designate of the BMOS program. If the response of the Assistant Director is considered unsatisfactory to the student, he/she may then appeal to the Dean of the Faculty in which the course of program was taken. Only after receiving a final decision from the Dean, may a student appeal to the Senate Review Board Academic. A Guide to Appeals is available from the Ombudsperson's Office.

10. Student Responsibilities

10.1. Material covered in lectures will not always be the same as material covered in the textbook. These two sources should be viewed as complimentary and not redundant. As such, students who want to do well in this course are **strongly encouraged** to attend lectures on a regular basis. Please note that the instructor will not be providing copies of lectures notes or overheads. Therefore, if you miss a lecture, you should try to obtain this material from another student.

In this class, some students may be unaware that their private discussions are distracting to other people. If you feel that students are distracting your attention from the material, then you should ask them to be quiet. If you feel uncomfortable doing this (or the problem persists), then please see the instructor. In addition, please avoid engaging in private discussions with other students during the lectures.

To avoid unnecessary distractions, please arrive to each class on time.

11. Support Services

11.1. Support Services

The Registrar's office can be accessed for Student Support Services at <http://www.registrar.uwo.ca> Student Support Services (*including the services provided by the USC listed here*) can be reached at: <http://www.sdc.uwo.ca/>.

Student Development Services can be reached at: <http://westernusc.ca/services/>.

11.2. Students who are in emotional/mental distress should refer to Mental Health@Western <http://www.uwo.ca/uwocom/mentalhealth/> for a complete list of options about how to obtain help.”

12. Other Issues

12.1. Grade Policy

The DAN Program has a grade policy which states that for courses in the x000-y000 range, the class average must fall between x% and y% for all sections of a course taught by the same instructor. In very exceptional circumstances only, class averages outside

this range may be approved by the Assistant Director or Director. Class averages are not grounds for appeal.

12.2. Short Absences.

If you miss a class due to minor illness or other problems, check your course outlines for information regarding attendance requirements and make sure you are not missing a test or exam. Cover any readings and arrange to borrow the missed lectures notes from a classmate.

12.3. Extended Absences.

If you are absent more than approximately two weeks or if you get too far behind to catch up, you should consider reducing your workload by dropping one or more courses. The Academic Counsellors can help you to consider the alternatives. At your request, they can also keep your instructors informed about your difficulties.

12.4. Academic Concerns.

If you are in academic difficulty, it is strongly recommended that you see your academic counsellor.

12.5. Important Dates:

September 6, 2013 Fall Term classes begin.
September 14, 2013 Last day to add a full course or a first-term half course
October 8, 2013 Thanksgiving Holiday
November 5, 2013 Last day to drop a first-term half course without academic penalty
November 30, 2013 Last day to drop a full course without academic penalty
December 5, 2013 Fall Session classes end
December 6, 7, 2013 Study Days
December 8-19 Mid-year examination period
January 7, 2013 Winter Session classes begin.
January 15, 2013 Last day to add a second-term half course
February 18, 2013 Family Day
February 18-22, 2013 Reading Week
March 7, 2013 Last day to drop a second-term half course without academic penalty
March 29, 2013 Good Friday
April 11, 2013 Winter Session classes end.
April 12 & 13, 2013 Study Days.
April 14-30, 2013 April examination period.

13. Other Information

- Bring student identification to exams.
- Nothing is to be on/at one's desk during an exam except a pencil, an eraser, and the individual's student card
- Do not wear baseball caps to exams
- Do not bring music players, cell phones, beepers, or other electronic devices to exams

For The University of Western Ontario Senate Regulations, please see the Handbook of Academic and Scholarship Policy at: <http://www.uwo.ca/univsec/handbook/>