The following is a general syllabus for the AMT program at Chaffey College, and is supplemented by a more detailed course syllabus for General, Airframe and Power Plant sections.

I. PROGRAM DESCRIPTION

The AMT program at Chaffey College prepares students for aircraft maintenance careers in general, corporate, and commercial aviation. AMT students attend lectures covering aircraft systems, aircraft maintenance and repair, and FAA regulations. Students also participate in laboratory assignments designed to provide the practical experience required by the FAA for the Airframe and Powerplant certificates. Upon completion, students meet the eligibility requirements for the FAA AMT certificates. In addition, students are also eligible for the academic certificates offered by Chaffey College. Currently, there are several job opportunities in almost every aspect of the aerospace industry. Students are either being offered positions before graduation, or shortly thereafter completing the AMT program.

The AMT curriculum consists of three sections: General Aeronautics, Airframe, and Powerplant.

A. General Aeronautics is the study of aerospace material, processes, and inspections. Also covered, are the scientific principles and regulations that apply to aircraft and aircraft maintenance.

B. Airframe is the study of aircraft structures and systems. Included are the inspection, maintenance, repair, and fabrication of metallic and non-metallic (composite) structures.

C. Powerplant is the study of the operation, inspection, maintenance, repair, and overhaul of reciprocating (piston) and turbine (jet) aircraft engines.

Students may earn both the Airframe and Powerplant Technician Certificates in 21 months of full-time study. The AMT program at Chaffey College is approved by the United States Department of Transportation, Federal Aviation Administration, under Part 147 of the Federal Aviation Regulations. Students who earn Airframe and Powerplant Technician Certificates will be qualified to take the FAA examinations for the Airframe and Powerplant certificates.

II. ASSOCIATE OF SCIENCE DEGREE IN AVIATION MAINTENANCE TECHNOLOGY

Students who complete either AMT option, with a minimum of 40 units, and the required general education courses can earn the Associate of Science Degree in Aviation Maintenance Technology (see catalog for details). Academic certificates
are earned with successful completion of all courses listed in option ‘A’ or option ‘B’.

Units required are
1. General Aeronautics 16 Units 400 hours
2. Powerplant 24 Units 750 hours
3. Airframe 24 Units 750 hours
   Total 64 Units 1900 hours

III. GRADING

A. Lecture.

Lecture courses include the information needed to pass FAA written and oral examinations. *Grades for lecture classes are determined by each instructor.* See individual course syllabus for details. Letter grades will be given as follows:

A = 90 – 100%
B = 80 – 89%
C = 70 – 79%
D = 60 – 69%
F = Below 60%

Lecture make-up requirements

The FAA requires that all missed time must be made up. There are two options for making up missed lecture time:

1. Attend an FAA seminar and obtain a stamped attendance sheet.
2. Attend a lecture class at a future time when the missed subject(s) are offered.

Tests

*Test dates may be found in the individual class syllabus.* Tests must be taken on the designated date and time in order for the student to receive credit.

1. Do not be late for tests.
2. Make up tests (if available) are at the discretion of the instructor. See specific syllabus for details.
3. Tests will not be offered early.

B. Lab.

Lab courses consist of projects designed to provide the practical experience required by the FAA. Lab projects will be graded according to criteria that include workmanship, effort, *penmanship, completeness, documentation accuracy, safety,* and an understanding of the processes
involved as determined by an oral review. Make-up labs are available at
the option of instructor.

The computer lab is for assigned lab projects and FAA research only.
There is to be no studying for tests during lab time. If a student is using
Prepware or any other test studying software/material, they may be
suspended for up to two days and lose computer lab privileges for the
remainder of the term.

Lab Projects

1. All assigned lab projects are required to be completed with a ‘C’
   grade or better, and must be completed during a lab course.
2. Transitioning between General, Airframe, or Powerplant is at the
discretion of the current instructor.

IV. ATTENDANCE

A. Absences and tardies.

Students will be dropped from courses or at best, receive a ‘D’ letter grade
for excessive absences, repeated tardies, or lack of project completion,
due to FAA hour requirements. Excessive absence is defined as
missing 12% or more of course time. Arriving more than 6 minutes late
or leaving more than 1 minute early from a lecture or lab class, in any one
clock in or out period, will result in the loss of 1/2 hour of lecture or lab
time.

B. Time Cards.

In order for the AMT Program to be approved by the FAA, students must
attend courses for a specified number of hours. Attendance must also be
fully documented. To meet these requirements, students are required to
use a time card. Time cards/sheets become the property of the federal
government and must not be removed or damaged for any reason.
Falsifying any information on time cards, including punching another
person’s time card, will be considered cheating and you will be
dropped from all sections that you are enrolled in and receive an “F”.

C. Breaks

There are two scheduled breaks throughout the day; 9:00-9:30 and 11:40-12:20.
If a student is observed on a break other than the scheduled time, they will be told
to clock out for the remainder of that day, and the additional following day that
student is enrolled in a lab.

D. Dropping Class.
Students who stop attending class or completing assigned work, for any reason, are responsible for dropping or withdrawing from the course in the Admissions Office. Students who do not officially drop from a course will receive an “F” grade (see catalog for details). Instructors may also drop a student for lack of progress in regards to FAA required hours and projects. Students that have either received any combination of the following: “F”, “FW”, or have dropped (either by instructor or self) 2 consecutive 8 week terms may not be allowed to re-enroll for one full semester.

E. Field Trips.

Field trips are occasionally scheduled to augment the instructional program. Field trips required by the curriculum are mandatory and will be explained on individual course syllabi. Students are responsible for their own transportation and other incidental expenses for field trips.

V. TEXTBOOKS AND REFERENCES

Students must have required textbooks and reference materials, and be brought to the scheduled orientation listed on the AMT website. Students without textbooks in class may be sent home. Textbook checks will be conducted periodically throughout the semester. Required and optional texts and references for each course are outlined in each courses individual syllabus (see your instructor).

VI. TOOLS

A. Hand tools.

Employers will expect AMT graduates to have their own hand tools. Accordingly, students are required to purchase hand tools as they progress through the required course of study. Students may purchase tools from any source. The AMT Department works with various tool suppliers to obtain significant discounts for students on industrial quality tools. It is the student’s responsibility to obtain financial aid, if necessary, and purchase tools before they are required.

Beginning AMT students must purchase a General Aeronautics Tool Set. Students must have the required tools present at the scheduled orientation. Advanced students must also purchase a Powerplant and Airframe Tool set to show to the instructor at the orientation. Students will be sent home without the appropriate tools.

B. General Aeronautics Required Tools.

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<th>QUAN.</th>
<th>UNIT</th>
<th>DESCRIPTION</th>
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<tbody>
<tr>
<td>1</td>
<td>PR.</td>
<td>SAFETY GLASSES/GOoggles</td>
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<td>1</td>
<td>PR.</td>
<td>DUCK BILL PLIERS</td>
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<td>1</td>
<td>PR.</td>
<td>DIAGONAL PLIERS</td>
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<tr>
<td>1</td>
<td>SET</td>
<td>INTERCHANGEABLE BIT SCREWDRIVER WITH #1 &amp; #2 PHILLIPS AND LARGE &amp; SMALL FLAT BLADE BITS</td>
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C. Airframe and Powerplant Required Tools.

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<thead>
<tr>
<th>QUAN.</th>
<th>UNIT</th>
<th>DESCRIPTION</th>
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<tbody>
<tr>
<td>1</td>
<td>SET</td>
<td>GENERAL AERONAUTICS TOOL SET (SEE ABOVE)</td>
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<tr>
<td>1</td>
<td>SET</td>
<td>1/4&quot; AND 3/8&quot; DRIVE SOCKET SET</td>
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<tr>
<td>1</td>
<td>EACH</td>
<td>7/8&quot;, 3/8&quot; DRIVE DEEP SOCKET WRENCH</td>
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<tr>
<td>1</td>
<td>EACH</td>
<td>5/16&quot; COMBINATION END WRENCH</td>
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<tr>
<td>1</td>
<td>EACH</td>
<td>11/32&quot; COMBINATION END WRENCH</td>
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<tr>
<td>1</td>
<td>PAIR</td>
<td>SLIP JOINT (CHANNEL LOCK) PLIERS</td>
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<tr>
<td>1</td>
<td>PAIR</td>
<td>NEEDLE NOSE PLIERS</td>
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<td>1</td>
<td>EACH</td>
<td>INSPECTION MIRROR</td>
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<td>1</td>
<td>EACH</td>
<td>FLASH LIGHT</td>
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- Students are responsible for their own tools.
- Toolboxes must be secured with a lock and *may be chained* under the workbench, but not to impose a trip hazard.
- Since seating is limited, rollaway boxes will not be stored adjacent to work tables. *Rollaways will not be chained to tables or equipment.*
- ALL toolboxes must be identified with the students name visible from the outside.
- Toolboxes must be removed from the AMT facility after the Fall and Spring Semester.
- Chaffey College *is not responsible* for lost or stolen tools.
- *Any toolboxes left after the last day of class of each semester will be disposed of at the discretion of Chaffey College.*

D. Special Tools.

Special tools are available for students to use in lab classes. Students must return tools to the tool room before the end of each lab class. Students are also responsible for returning tools clean and in the same condition as when they were checked out. *Students will be required to*
purchase and replace any tools that are not returned. The student’s grades will be held until the tool is replaced. Students must inform the Tool Room Attendant immediately of any broken, malfunctioning, or unsafe tools or equipment. If a special tool is lost while checked out, that student will be held responsible for the replacement of that tool.

When the student leaves for the day, that student is responsible for returning any tools checked out from the tool room. If any tools are found in the lab after the student leaves for the day, the following will occur:

1st offense: Written warning that remains in student’s file
2nd offense: One full day off from lab
3rd offense: Two full days off from lab and Written reprimand (Student Behavior Code Violation Form) forwarded to Student Services

VII. SEATING

Students may bring in their own metal stool to use in the lab. Desk chairs or padded chairs will not be allowed in the classroom or lab.

VIII. CONDUCT

Industries that employ aviation maintenance technicians require a high level of professionalism. AMT students are expected to conduct themselves in the same professional manner in class and on field trips.

A. Drug/Alcohol use.

- The AMT Department has a zero tolerance policy in regards to drug and alcohol use. If a student is suspected of being under the influence of alcohol or drugs, Campus Police will be contacted and the student will be dealt with accordingly.
- If convicted of drug or alcohol use, you will not be allowed to test per the Federal Aviation Regulations (FAR’s) for up to one year. This also meets industry standards.

B. Safety.

- Students are responsible for following the safety rules addressed in the General AMT Syllabus and individual course syllabi, and must have a safety test on file.
- Safety glasses must be worn at all times while in the lab. Safety glasses are not required while doing paperwork in the computer room.
- HORSEPLAY WILL NOT BE TOLERATED - Students who do not follow safety rules or jeopardize the safety of others may be permanently suspended.
- Power tools may be used only if the student has received instruction and is under the supervision of the instructor.
• Material Safety Data Sheets (MSDS) must be reviewed when using any potentially hazardous materials

B. Fighting.

FIGHTING WILL NOT BE TOLERATED AND IS GROUNDS FOR IMMEDIATE SUSPENSION.

C. Dress.

• Open toed shoes or sandals are not allowed in the AMT facility. Canvass or leather type flat soled shoes are required.
• Long pants and modest apparel are recommended.
• Jewelry and body ornaments should be removed before working in the lab.
• Loose clothing should be tucked in and long hair should be tied back before beginning work.

D. Clean up.

When the clean up signal is given, all students are expected to stop work immediately, inventory their tool kit, turn in tools and equipment, and begin cleaning up the lab. Students are expected to clean their assigned area regardless of their personal activities during the lab. Students not cleaning during the designated clean up time (loitering by the time clock) will be deducted 30 minutes from their time card.

E. Cheating.

The Chaffey College catalog states: “The submission of work which is not a product of the student’s own effort is dishonest and is subject to severe disciplinary action up to and including expulsion from the college”. This policy applies to lab projects, as well as academic work in AMT classes.

F. Harassment.

It is expected that every student enrolled in the AMT program display the same level of respect and consideration to other students, staff and faculty that they would expect in return. If a student displays any level of disrespect to another, that student may be told to leave the facility for up to two days.

Chaffey Community College District is committed to providing an academic and work environment that respects the dignity of individuals and groups. In addition to freedom from discrimination, the District affirms its commitment to provide an educational environment free from harassment, intimidation, or exploitation. The District shall be free of any unlawful harassment, including that which is based on any of the following statuses: race, color, national origin, ancestry, religion, creed, sex, age (over 40), physical disability (including HIV and AIDS) or mental disability, marital status, medical condition (including cancer and genetic
characteristics) sexual orientation, or military status as a Vietnam-era veteran, or the perception that a person has one or more of the foregoing characteristics. Instructors are required by law to report any acts of harassment. Aeronautics students concerned with acts of harassment are encouraged to meet with the Dean of Business and Applied Technology at telephone (909)652-6861 or the Administrator of Human Services at telephone (909)652-6520.

G. Guests/Children/Pets.

Guests, children, or pets are not allowed in the labs or classrooms. Guests can be given tours after lab hours with permission from the instructor.

H. Courtesy.

- Turn off cell phones during lecture and lab.
- Do not use college telephones without permission.
- Sitting or lying on desks, tables or workbenches is not permitted.
- No food is allowed during lecture with the exception of water in a travel mug.
- Eating is prohibited in the lab with the exception of break or lunch
- Do not use abusive language or profanity.
- Personal incoming calls will not be accepted unless there is an emergency.
- Personal laptop computer use at the discretion of the individual instructor.
- Local fire codes prohibit smoking within 50 feet of any aircraft and 20 feet from any windows or doors of buildings.
  - This includes electronic cigarettes and any other types of tobacco.
- Music device use policy:
  - IPODS, radios, music players, or cell phones with music capabilities, are not allowed in lecture or lab due to safety issues and industry standards. These electronic devices should be stored in your toolbox or other location as soon as you enter the AMT facility. If this rule is not adhered to, the following will be the consequences:
    - 1st Warning: Asked to put it away
    - 3rd Warning: Written reprimand sent to student services and handled accordingly.
- NOTE: At any instructor's discretion, you will lose FAA time and/or be asked to leave for the day if there are repetitive offenses

I. Disabilities
Students with learning disabilities should advise the course instructor. Reasonable accommodations can be made for students with disabilities. Contact DPS for further information (909)652-6378.

**THIS SYLLABUS IS SUBJECT TO CHANGE AT ANY TIME**