

VIRGINIA AVIATION

Aviation Maintenance Technician School

STUDENT MANUAL

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I. APPLICABILITY

It is important to understand that nothing contained in this Manual hereinafter shall act as a contract or as a guarantee. The terms and conditions shall be applicable to all AMT students at Virginia Aviation.

Further, whenever “he” or “she” or similar terms denoting gender appears in this Manual, it also refers to the opposite gender.

II. DEFINITIONS

AMT Program: The curriculum of the Aviation Maintenance Technician School offered by Virginia Aviation

AMT Student: Anyone who has enrolled, and paid the tuition for the Aviation Maintenance Technician School program offered by Virginia Aviation

Cheating: Any attempt (whether or not successful) and allowing or assisting another student in such an attempt, to gain unfair advantage in an examination or other type of academic assessment by any device.

Specific practices that will automatically be deemed to constitute cheating include:

Plagiarism This is where a student incorporates another person's or body's work by unacknowledged quotation, paraphrase, imitation or other device in any work submitted for grading in a way which suggests that it is the student's original work.

Collusion This is the collaboration without official approval between two or more students (or between a student[s] and another person[s]) in the presentation of work which is submitted as the work of a single student; or where a student(s) allows or permits their work to be incorporated in, or represented as, the work of another student.

Falsification This is where the content of any assessed work has been invented or falsely presented by the student as their own work.

Replication This is where a student submits the same or similar piece of work on more than one occasion for assessment to gain academic credit.

Taking unauthorized notes or devices into an examination.

Obtaining an unauthorized copy of an examination.

Communicating, or trying to communicate, with another student during an examination.

Being a party to impersonation in relation to an examination.

CVCC: The Central Virginia Community College

Director: The Director of the Aviation Maintenance Technician School operated by Virginia Aviation. In the absence of the Director, the Associate Director will act in place of the Director.

FAA: The Federal Aviation Administration and its employees or designees.

FAA Regulations: Those regulations promulgated by the Federal Aviation Administration and published in Title 14 of the Code of Federal Regulations.

Final Examination: The written examination given at the end of each course which may cover all of the material presented in that specific course.

Oral portion of a laboratory project: An oral examination taken without reference to any written materials covering the principles (both theory and practice)

involved in a specific laboratory project; the format and nature of an “oral” will be consistent with the “oral” examination given as part of the FAA Mechanic examination.

Practical portion of a laboratory project: That portion of a laboratory project which involves manipulative skills, either to the level to perform basic operations or to a level required to return an aircraft/component to service.

Quiz: A written examination given with no pre-announcement which may cover materials assigned to be read before lectures are given on the topic, or materials covered in recent lectures, or both.

Unit Examination: An examination given during a course covering specific topics presented. The topics which may be tested on any unit examination will be announced in advance of the unit examination.

III. STANDARDS FOR AMT STUDENTS

The Federal Aviation Regulations govern the conduct of the AMT Program, the operation of the school, the attendance requirements, the academic performance of the student, the issuance of the certificate upon completion of the AMT Program, etc. The requirements of the FAA Regulations are in addition to the contents of this Student Manual and supersede the contents of this Student Manual to the extent the Student Manual contains information contrary to the requirements of the FAA Regulations. To the extent that the FAA requires or approves changes to the AMT Program, those changes will become effective as required or permitted by the FAA.

A. Attendance:

The FAA Regulations governing the experience requirements which must be met by applicants for a Mechanic Certificate and/or the Airframe and Powerplant Ratings are set out in 14 CFR 65. The FAA Regulations governing the operation of a certificated AMT school include having a system to document the number of hours of instruction given in order to accurately certify that a student who completes the AMT program has attained the requisite hours of instruction. The FAA Regulations also contain penalties applied to anyone who falsifies data any application for a certificate. No instructor in the AMT Program is going to risk his/her certificates by falsifying any student’s records. Therefore:

Classes and laboratories will start promptly as scheduled. Students are expected to be in the class or laboratory in advance of the scheduled start time, be ready to start work, and have all required tools and texts available.

Attendance records will be kept in quarter hour increments. Tardiness will be recorded in quarter hour increments.

In order to complete any class, all the required time must be properly reflected in the student's record.

Make up time may be accumulated in various ways, at the discretion of the instructor on a case-by-case basis. Make up time for lectures might, for example, consist of a written essay on the class topics discussed during the student's absence. Make up time for laboratories might be made up, for example, by the student working under instructor supervision during lunch time or after hours, at the discretion of the instructor.

Punctuality in reporting for class and regular attendance is absolutely essential. Occasional tardiness or absence due to illness or other reasonable circumstance is, of course, sometimes unavoidable; however, excessive tardiness or absence cannot be tolerated, regardless of the reason. When a student (or instructor) knows in advance of an impending absence, he must advise others as far in advance as possible. If, because of some personal or family emergency or illness, you are unable to give advance notice, you must still notify your instructors as soon as possible on the day of your absence.

Remember that excessive absenteeism or tardiness reflects on your academic record and time requirements for FAA training certification. While Virginia Aviation will work with students to provide make up time, such make up time is at the discretion of the instructor, and such make up time may not be made available to those who abuse the discretion.

B. Grading:

In order to be given credit for a course, the student must achieve a minimum score of 70% on the class portion (quizzes, unit examinations and the final examination taken together) and a minimum score of 70% on both the oral and practical portions of laboratory projects. Should a student fail to achieve a 70% score on any examination or oral examination, the student will be able to take another examination covering the same material, but if a score greater than 70% is achieved on the retest, the student's first (failing) test score will be used for determining the overall grade for the course. A grade less than 70% on a makeup examination results in the course being failed; the course must be re-taken by the student. A grade less than 70% on the practical portion of a laboratory project will require the student to re-do the project.

Each course must be passed and the requisite hours of attendance must be achieved in order to enroll in the courses scheduled for the

following semester. In the event that a student fails a course, the student may re-enroll in the course when it is next offered.

C. Tools:

Students are expected to provide their own basic tools and to have indelibly marked them with name, initials or an identifying mark. The list of basic tools includes:

- 1/4" drive 12 point socket set
- 3/8" drive 12 point socket set
- Combination wrench set (1/4" –7/8")
- Assortment of Pliers
- Duckbill Pliers
- Wire Cutters
- Needle Nose Pliers
- Channel Locks
- Assortment of standard and phillips head screwdrivers
- Multi meter (digital preferred)
- Storage Unit (box, roll away, etc.)
- Flashlight
- Safety Goggles
- Inspection Mirror
- 6" Machinist Rule
- Thickness ("feeler") Gauges

Virginia Aviation will be providing many specialized tools and ordinary shop equipment for student use. Students are expected to exercise due care in the use of Virginia Aviation property and to utilize such property only for authorized purposes. Negligence in the care and use of Virginia Aviation property will be considered in grading, and if damage to the property results, the student may be charged for any necessary repairs. At no time may a student remove Virginia Aviation property (including but not limited to tools, manuals, microfiche films, etc.) from school premises. Virginia Aviation property issued to a student for use in class or laboratory must be returned at the end of each class day.

D. Miscellaneous

1. Dress and Personal Appearance

You are asked to wear articles of clothing suitable to the type of duties and the environment in which you work. Articles of clothing should be professional, neat, clean, in good taste, and not constitute a safety hazard or be worn in a manner that is distracting to others.

Dress and personal appearance also have safety-related issues. Loose pony-tail or braided hair and jewelry constitute safety hazards when working with rotating equipment or exposed electrical contacts. Students may be asked to remove jewelry and/or wear headwear to minimize such risks. In addition, specific tasks may involve other apparel issues, e.g. wearing shorts when welding or working with composite materials will not be permitted.

2. Safety

We consider your personal safety a very serious matter. We are committed to providing you with areas and equipment, which are as safe as reasonably possible. But, try as we will, we can only make it as safe as your work habits and those of your fellow students.

Below is a summary, without limitation, of some of the more important safety rules that we expect you to observe faithfully.

If you are injured, no matter how slightly, or if you feel sick, report at once to your instructor, who may direct you for treatment.

Walk, NEVER run! Watch your step. Be on the alert for wet or slippery surfaces. Never walk where you cannot see clearly.

Keep desk and file drawers and desk slides closed to prevent them from being struck or stumbled over.

When lifting a load, bend your knees, not your back. Keep your back straight, hug the object to you, and lift with your legs. Never lift anything when your feet are not firmly planted directly below your body.

Do not block access to emergency equipment such as fire extinguishers, fire hoses, stretchers, first-aid kits, electrical switchboxes, etc.

Do not tilt back in a chair with your feet elevated. If the chair mechanism should break, or if the chair slips, a serious injury may result.

Do not pull out more than one file drawer at a time. To do so may cause the file cabinet to fall forward.

Do not put loose, broken glass into a wastebasket. Fold or pack broken glass in heavy paper marked "broken glass" and place it alongside the wastebasket.

Don't EVER report to school under the influence of alcohol, drugs or controlled substances. To do so is dangerous to you and your fellow students. The "8 hours bottle to throttle" applies to everyone, not just pilots. If you are taking medicine that could prevent you from being fully alert, notify your instructor before starting work.

Do not use electric equipment that has worn, deteriorated, or inadequate insulation, split or chipped plugs, worn or bent plugs, or a defective switch. Report these conditions to your instructor at once.

Clean spilled liquid from the floor immediately. Any type of liquid can cause serious falls.

Use required eye, ear, and head protection as instructed by instructors.

Follow good housekeeping practices. Keep benches, tools, machines, and work places clean and in an orderly fashion.

Reckless or careless use ("abuse") of equipment is strictly prohibited.

Throwing any equipment or tools is prohibited.

Do not use equipment that is defective or inoperable. Report such defect immediately to your instructor. Do not use such equipment under any circumstances.

Obviously, not all safety rules are covered here. Not every safety practice has to be a written rule--most are just plain common sense.

3. Rules of Conduct

We want our School to be a safe and pleasant place. People who have worked together a long time realize that one person's misconduct may harm all the others, and they expect certain standards to be set up and followed. ***Failure to comply with these rules of conduct may result in dismissal from the school or a refusal to enroll a student for subsequent courses.*** For your guidance, the following is a partial list of actions that are considered against the best interests of Virginia Aviation, its students and its employees:

Theft, abuse, or deliberate destruction or defacing of Virginia Aviation property, the AMT School instructors or property belonging to your fellow students.

Possessing, drinking, or being under the influence of alcohol, narcotics, or any mind-altering agent, chemical, controlled substance or drug while on Virginia Aviation or CVCC premises. (If you are taking medicine that could prevent you from being fully alert, notify your instructor.)

Failure or refusal to follow instructors' directions.

Repeated or habitual failure or refusal to comply with the safety rules stated above.

Falsifying records, such as time sheets, tool inventory records, etc.

Discourteous or abusive conduct toward Virginia Aviation customers or employees or fellow students.

Fighting or gambling in any form.

Smoking in areas marked "NO SMOKING" or near flammable or explosive materials.

Tampering with or using fire equipment for purposes other than fire prevention.

Commission of any crime on School premises.

Violating the Federal Aviation Regulations, Homeland Security regulations, or Lynchburg Airport regulations.

Possession of weapons or explosive materials on School premises without written authorization of the Virginia Aviation's President.

4. Behavior which will adversely affect grades.

Failure or refusal to cooperate with fellow students.

Having cell phones, pagers, etc. turned on during class and lab times. Exceptions can be made due to special circumstances, with prior notice to and approval of the instructor.

Carelessness or negligence that results in the destruction or damage of Company property, or endangers life or property.

Violation of safety rules.

Participation in horseplay or practical jokes, or disorderly conduct of any kind while on School premises, including the use of abusive, profane, or threatening language.

Leaving the class area during scheduled class hours without permission.

Sleeping in class.

Wasting resources, equipment or time.

Using School computers or internet access for non-school purposes (including personal entertainment, copying digital media for personal use, visiting pornographic web sites, etc.)

It is not possible to list all rules of conduct. As far as possible, Virginia Aviation tries to avoid necessary restrictions on your personal conduct, because we feel certain that you will follow the generally accepted customs of good taste. In the event of a violation of a rule, fair and just consideration will be given to all of the circumstances, including the student's past record with Virginia Aviation.

5. Complaint Procedure

You may have a complaint about your hours, assignments, grading, your treatment with regard to policies, seemingly unfair or unequal treatment or discipline, or other problems related to your education.

If you have a problem, you should discuss it with your instructor as soon as you can and explain how you feel. It is important that you do this, as it is only hearing about your problem and discussing it with you that your instructor can help you. Your instructor should take prompt action to answer your questions and resolve your complaint. At times there may be situations that require a period of time to resolve or acquire adequate information to deal with your situation. You may also talk to the Company Management for advice and assistance if you think this would be helpful, but be sure to let your instructor know if you do.

6. Personal Business

Making or receiving personal phone calls, except in emergency situations, during scheduled class hours is discouraged. If you find it necessary to make a personal call, plan to do it during a break or meal period, and if a long distance call is made, the call must be billed to your home phone or cell phone number.

7. Personal Property

Virginia Aviation will not be responsible for the theft of personal property.

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Revision Date: June, 2005

I, _____, the undersigned student, have read the Virginia Aviation Aviation Maintenance Technician School Student Manual and agree to abide by its content. This signature page will be a part of my Student File.

Date

Signature

(When completed, please give to the AMT School Director.)