

Aviation Technology
Professional Pilot Program

PROGRAM HANDBOOK
2011 - 2012



UtahState
University
FLIGHT OPERATIONS



AVIATION PROGRAM PHONE DIRECTORY

General Information

Flight Operations Dispatch Office (Airport): 787-1346

ETE Department Office (IS 112): 797-1795

USU Registrar's Office (2nd floor TSC): 797-1116
(www.usu.edu/registrar)

USU Financial Aid Office (1st floor TSC): 797-0173
(www.usu.edu/finaid)

For other USU #'s call 797-1000

USU Aviation Web Address:

<http://www.ete.usu.edu/aviation/htm>

USU Aviation Faculty and Staff

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(Letters above refer to first letters of last names)

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INTRODUCTION

Welcome to the USU Aviation Technology-Professional Pilot Program. We hope you will find your experiences in this program to be exciting and motivating as you prepare for a career in aviation.

This manual is designed and directed specifically to you, the student. The flight training program at Utah State University must adhere not only to all university policies, but also to the Federal Aviation Regulations, aircraft and airport policies, and very specific training curricula. This manual will help guide you through the various levels and stages of your preparation for your future career as a professional pilot. We know that you and your classmates want the highest level of training possible and that means that you will also be held to high standards in return. We look forward to working with you as you pursue a very challenging and rewarding career in aviation.

FLIGHT AND GROUND TRAINING

All of the ground courses will be taught by Utah State University faculty on the USU campus. The flight training will be done by University faculty and instructors located at the Logan-Cache Airport at the USU aviation campus.

MAINTAINING CONTACT WITH ADVISORS

As a new flight student, you should arrange an appointment with the Academic Advisor for the Professional Pilot Program by calling 797-2705. Students are assigned to academic advisors according to the first letters of the students' last name. Advisors are as follows:

Kathy Bayn	A-G	kathy.bayn@usu.edu
Isobel Roskelley	H-Z	isobel.roskelley@usu.edu

From time to time, changes occur in the program and your advisor can keep you informed of any changes. By far, the greatest cause of student problems in the program is failure to stay in communication with your advisor. It is essential that you talk with your advisor at least once each semester about your schedule. **Always ask before you attempt any changes or modifications to the program!**

INTERNSHIP/INSTRUCTOR OPPORTUNITIES

In order to be considered for internship opportunities, a student must be a declared a Professional Pilot major and meet requirements for the internship being sought. In addition, only students who complete flight training at USU or are transfer students from an accredited college or university will be awarded the opportunity to compete for internships. (See internship section, appendix B)

Information regarding internship application deadlines will be posted on the USU aviation website <http://www.usu.edu/aviation/internships.html> as soon as the information is available. If you're interested in applying for an internship, see Sean Heiner the semester prior to the actual semester that you wish to participate in the Internship.

See Appendix B, of this document, for specific requirements and benefits of each internship opportunity.

TRANSFERS AND CHALLENGES OF GROUND AND FLIGHT COURSES

Ground or flight courses taken at another college or university **MAY** be transferable into the Pilot program. All transfer credits must be evaluated by your advisor. See her as soon as possible if you have credit from another institution. All previous ratings must be validated by the Chief Flight Instructor. Students who hold flight certificates or ratings prior to entering the program **MAY** receive USU credit by following the procedure detailed in the policy in Appendix A of this document.

IN-HOUSE TRAINING REQUIREMENT FOR ALL FLIGHT STUDENTS

Once a student begins flight training at Utah State University, they will not be allowed to leave the program, obtain ratings somewhere else, and then come back into the program. This policy will apply to transfer and "challenge" students as soon as they enter the program.

ATTENDANCE

Private, instrument, commercial, and flight instructor ground school classes are conducted under FAR Part 141. 100% attendance is mandatory and attendance records will be taken each class period. Missed classes **MUST** be made up with your flight instructor at current flight instructor rates. Each flight instructor will be provided with class syllabi and attendance records for each ground school course. So if you miss a ground school session, contact your instructor and he or she will know the information to be covered.

MEDICAL CERTIFICATE REQUIREMENTS

In accordance with the Code of Federal Regulations Title 14, Part 61.3(c), All Professional Pilot students are required to obtain an FAA Medical Certificate. There are three classes of medicals which can be obtained; they are: First Class, Second Class, and Third Class. Although only a Third Class medical is required for student pilot operations at Utah State University, it is highly recommended that a student obtain a First Class certificate to ensure no medical conditions exist which would disqualify him/her from obtaining one at a later date. **Many pilot jobs require a current First Class Medical.** A medical certificate may be obtained from a certified Aviation Medical Examiner (AME). The cost varies according to the examiner and the type of physical sought (First, Second, or Third); the cost is approximately \$70-\$120. To locate an AME, please use <http://www.flightphysical.com>. Details of each medical class requirements and durations are explained in CFR Title 14, Part 67. Please contact Flight Operations at (435) 787- 1346 with additional questions.

PROOF OF CITIZENSHIP REQUIREMENT OR TSA CLEARANCE

ALL pilot students will be required to provide proof of U.S. citizenship status **before beginning or continuing** any flight training. This is a federal requirement made by the Transportation Security Administration (TSA) for all pilots training throughout the United States. Any who do not comply with this requirement will be grounded until compliance is attained.

U.S. CITIZENS will be required to show a government-issued picture I.D. and file proof of citizenship with USU Flight Operations which will remain on file for a period of five years after completion of training. These are to be given to Susan Crosbie at the airport. Acceptable documents to verify U.S. citizenship include:

- a CURRENT U.S. Passport **OR**
- an original, "RAISED SEAL" Birth Certificate (no photocopies accepted) **OR**
- an original, "RAISED SEAL" Certificate of Naturalization (no photocopies accepted)

NON-U.S. CITIZENS MANDATORY TSA CLEARANCE:

The Alien Flight Student Program (AFSP) is a mandatory process for non-U.S. citizens who are seeking training at a flight school regulated by the FAA, (Public Law 108-176, Dec 12, 2003). Law prohibits flight schools from providing flight training to a foreign student unless the Secretary of Homeland Security first determines that the student does not pose a threat to aviation or national security. On Sept 20, 2004, the TSA issued an interim final rule establishing the AFSP. All students who cannot provide appropriate proof of U.S. citizenship must complete the AFSP process for all flight training where this approval is required.

By legal mandate, USU may not provide certain flight training to any individual who cannot provide appropriate proof of U.S. citizenship until receiving TSA Clearance.

The process follows:

1. This is accomplished on-line: <http://www.flightschoolcandidates.gov>
2. Scroll to FAQ (Frequently asked questions) on top of homepage and read the entire section.

Create **Valid User ID and password:** <http://www.flightschoolcandidates.gov>

Click the CREATE NEW STUDENT ACCOUNT link near top of the login page. This will send you to a page where you can enter the appropriate information to create a new account. Once the account is created, you will receive an email with your assigned USER ID and PASSWORD.

If you have a problem, go to FAQ's again and scroll to applicable question.

4. You will receive an email requesting \$130 to be submitted via AFSP website. (Instructions at FAQ's)
5. **Fingerprints:** Once payment is received, you will receive email instructions for your fingerprinting.
DO NOT GET FINGERPRINTED PRIOR TO RECEIVING THESE INSTRUCTIONS AS THEY WILL NOT BE ACCEPTED.
6. **Passport:** when requested , you must provide a copy which is:
 - not grainy
 - shows both eyes clearly
 - not too light or dark when copied
 - all information on passport copy must be legible and visible
7. The Chief Flight Instructor will be informed of your request and its progress. He will be notified by the TSA when your initial clearance has been awarded.

A STUDENT MAY NOT RECEIVE ANY FLIGHT INSTRUCTION UNTIL TSA CLEARANCE IS RECEIVED BY THE CHIEF FLIGHT INSTRUCTOR.

FLIGHT UNIFORMS

All USU Flight Students are required to purchase and wear uniforms. Uniforms are as follows:

- Pants: Semi-formal pants or semi-formal shorts, clean and in good condition
- Shoes: Closed toe and low heel, no outrageous colors
- Hats: Optional but must be USU Aviation if worn
- Shirts: Blue oxford with approved USU Aviation insignia, **tucked in!**
-or- Blue knit shirt with approved USU Aviation insignia, **tucked in!**

OPTIONAL: Flight jackets (with approved USU Aviation insignia)

ORDERING UNIFORMS: Shirts, hats, and flight jackets may only be ordered from:

IMAGE MATTERS 787-0557

Takes 6 working days

Pay on receipt

SEE SUSAN CROSBIE (Airport) for order form.

Pants and shoes meeting appropriate standards will be purchased by the student at merchants of his/her choice.

Uniforms will be worn for **all** flight and ground training received at the Airport campus. The appropriate student uniform will also be worn during **all** solo operations and checkrides. You will **NOT** be checked-in for your training activity nor dispatched an aircraft without the appropriate uniform. If you are denied an operational check-in due to inappropriate uniform standards, you will be assessed a “NO-SHOW” fee.

Uniforms will be kept clean and in good condition at all times.

CREATING A FLIGHT ACCOUNT:

1. All flight fees are taken at the Registrar’s Office. **Fees are not accepted at the airport!**
2. Go to the Registrar’s office in the TSC (Taggart Student Center) and request a flight account.
3. Money can be placed in the account in one of several ways:
 - a. Give the registrar an acceptable credit card. (USU does not accept all credit cards)
 - b. Transfer loan money which is in your existing USU account to flight account.
 - c. Give the registrar a check or cash.
4. Obtain a receipt and give it to Susan Crosbie at the Airport campus.

Susan Crosbie is not authorized to give you “Loans” from this account. This money is allocated for flight. It may be withdrawn from your account for various flight related functions by filling out a form and giving it to Susan. These forms are found outside Susan’s office at the airport. Each withdrawal transaction must be approved by the Director of Aviation. THIS PROCESS OF WITHDRAWAL IS MANDATORY.

ETA SYSTEM – operations, scheduling, etc.

ETA is the online Education and Training Administration software managed by Talon Systems, Inc. used to track students’ training and billing activity for pilot training. An account in ETA must be setup for each student before flight and/or ground training begins. Before an account is setup you must prepare and present the following to Susan Crosbie:

1. Proof of U.S. citizenship or TSA clearance (see section on *Proof of Citizenship Requirement*)
 - a. TSA clearance documentation must include a photocopy of your visa and a picture of you.
2. Student Pilot Certificate and/or FAA Medical – as required (see section on *Medical Certificate Requirement*)
3. Flight fee deposit receipt (see section on *Creating a Flight Account*)

Sean Heiner will setup an account for you in ETA after you have presented these documents to Susan Crosbie. Your username will be the first initial of your first name and your entire last name in the form of: **lastname**, all in lowercase. Your default password will be 'aggie', all in lowercase. Your default pin will be 'usu', all in lowercase. The password and pin may be changed to something more personal when you login to the system.

After your ETA account has been setup, Sean will assign you to a flight instructor. Your flight scheduling must be arranged through your flight instructor. Dispatch can also schedule an activity for you if your flight instructor is unavailable.

Each activity in ETA must be completed before leaving the airport. Activity completion requires a review of the content of the activity including the activity grade, flight time and ground time. You will use your pin on the final page of activity completion to confirm and agree to the entries and billing of each activity. Each dual activity will require your pin and your instructor's pin to complete it. If the activity is a solo activity, you should be able to authorize it and complete it using your pin. Checkride activities will require the authorization of the PIC, who is the Designated Pilot Examiner (DPE), and your pin and the DPE's pin for activity completion. All DPE's have the same pin: 'dpe', all in lowercase. Please authorize and complete checkride activities using the standard DPE pin in conjunction with yours, where necessary.

VISION REQUIREMENTS

See FAR 67 and for the vision requirements outlined by the FAA. *Please be aware that each class of medical certificate has specific vision requirements.*

GENERAL USU GRADING POLICY

Every course has a syllabus that describes how the course will be taught, the daily assignments, tests, and requirements for grades. **The syllabus is the last word on everything that is required for that course - study it carefully.** A maximum of 3 repeats is allowed. The university and College of Engineering place restrictions on the number and kind of repeats allowed. Be sure to contact your advisor and check university policies any time you expect to receive less than a C- in any class. **Do not register again for a course in which you received an incomplete.**

UNIVERSITY DROP POLICY

Students may drop courses without limit and without notation on the permanent record through the fifth day of classes or the second meeting, whichever is later. From the sixth through the 30th day of classes, students may drop without notation on the permanent record, no more than eight courses prior to completion of the first undergraduate degree, and no more than two courses during each additional degree program. Beginning with the 31st day of classes, courses dropped will be entered on the student's permanent record and reflect a W (withdrawal). An instructor's signature is not required to drop classes, through the 30th day of classes

Following the 30th day of classes, or when the allowed number of drops from the sixth through the 30th day has been reached, the student's instructor, academic advisor, and academic dean must approve a late drop request. This may be done only upon demonstration of conditions beyond the student's control (such as illness or death in the immediate family, work conflicts, etc) and documentation of these circumstances is required. The Transition Drop Policy can be found in the current Schedule of classes.

Instructors are to provide students in undergraduate classes with significant feedback of their performance in the class (e.g., the results of at least one examination or evaluation of performance on some other major requirement(s) no later than the 30th day of classes.

Under no circumstances is dropping courses after the 30th day, or from the sixth through the 30th day after the limit has been reached, permitted for the purpose of avoiding an unsatisfactory grade. Neither shall an "I" (Incomplete) grade be given to avoid the consequences of inadequate performance. Appeals to a dean's decision may be directed to the Provost's Office.

In the event that a student registers for a course which is later canceled, it is the responsibility of the department to officially cancel the class with the Scheduling Office, and the student's responsibility to drop the course for a full refund.

A student may not drop all of his/her classes without an official withdrawal from the University.

CHECK-RIDE POLICY AT UTAH STATE UNIVERSITY

It is expected that each student, upon completion of required training (private, instrument, commercial, etc.), will take and pass the FAA checkride. Checkrides will be scheduled by the student’s flight instructor when the instructor has verified that the student has met all requirements for completion of a rating. Students cannot schedule checkrides by themselves unless he or she has consent from a CFI. The same applies for all Stage Checks.

Flight certificates and ratings required for graduation from Utah State University are:

- PRIVATE PILOT CERTIFICATE**
- INSTRUMENT RATING**
- COMMERCIAL CERTIFICATE**
- MULTI ENGINE RATING**
- FLIGHT INSTRUCTOR RATING**

***CFII training is also required for an individual to be eligible for graduation.** The only difference in the CFII training is that completion of a CFII check-ride is not mandatory. If a student chooses not to receive his or her CFII rating by successfully completing a check-ride, he or she must still become adequately proficient that a current USU flight instructor would be willing to endorse him or her for a CFII check-ride.

PRE-REQUISITES FOR GROUND SCHOOL AND FLIGHT COURSES

All students are expected to maintain approximately equal progress in both their ground and flight training. For that reason, several of the flight courses have ground course prerequisites, and many of the ground courses require that you be at a certain stage in your flight training. Be sure to **stay in sequence and talk frequently with your advisor.**

Students must meet all required prerequisites prior to beginning a course. Students will be required to show the pertinent certificates and/ratings to the instructor the first day of class. If you have any questions or problems with the prerequisite requirements, please see your advisor or Sean Heiner.

Also, it is the student’s responsibility to ensure that a copy of each certificate or rating is filed with the ETE office.

REQUIRED COURSE	PRE-REQUISITES
AV 2330 - Private Pilot Ground School	None
AV 2350 - Private Pilot Certification	Concurrently enrolled in AV2330, Third Class Medical* , Student Pilot Certificate
AV 2510 - Intermediate Flight	Private Pilot Certificate
AV 2520 - Instrument Ground	Private Pilot Ground School
AV 2540 - Instrument Certification I	Completion of AV 2510, AV 2520 or concurrently enrolled, and Private Pilot Certificate
AV 2550- Instrument Certification II	Completion of AV 2510, AV2520, AV 2540 and Private Pilot Certificate

AV 2620 - Commercial Ground	Instrument Ground School and Instrument Rating (AV2520, AV 2540 and AV 2550)
AV 2660 - Commercial Certification	Completion of AV 2620 or concurrently enrolled and Completion of Instrument Rating (AV 2540 & AV 2550)
AV 2720 - CFI & CFII Ground	Commercial Certificate
AV 2740 - CFI Certification	Commercial Certificate w/ Instrument Rating and AV 2720 or concurrently enrolled
AV 2860 - CFI Instrument Certification	Completion of AV 2740 and CFI Certificate
AV 2880 - Multi-Engine Certification	Completion of AV 2540, AV 2550 and AV 2660

*To locate Aviation Medical Examiner please go to www.flightphysical.com. *Recommend First Class*

GRADING CRITERIA FOR FLIGHT COURSES

The grading procedure and schedule, which is the same for all flight courses, is located in Appendix A

COMPLETION REQUIREMENTS FOR RECEIVING A GRADE IN FLIGHT AND GROUND COURSES

The university requires that 80% of the course work contained in the syllabus be completed before a student can petition for a grade of Incomplete. Eighty percent completion doesn't automatically guarantee that the student will receive an incomplete. Incomplete grades are granted at the discretion of the course instructor. If you receive an incomplete, **DO NOT** register for the course again unless told to do so by your Advisor.

For information on incomplete grades, see either your ground instructor (for ground grades) or Sean Heiner (for flight courses). No one else can authorize a change of an incomplete grade.

If you are having difficulty completing at least 80% of the required course work, you may drop the class. See the USU Drop Policy listed above or contact your advisor. **There is a penalty: when you re-register, you will need to pay the course fees all over again, so use this option judiciously.**

PROCEDURES FOR USE OF AIRCRAFT AT THE AIRPORT CAMPUS

Utah State University Aviation Campus, located at Logan-Cache Airport, is the **ONLY** flight training facility authorized for this program. The university has its own handbook, checklists, and rules for use of the training aircraft. Flight training may only be done by USU flight instructors in USU aircraft. Flight experience obtained in any other way will not be accepted towards certificates, ratings, or graduation. **Please arrange a meeting with Sean Heiner if you have any questions or concerns regarding training aircraft and/or policy.**

AIRCRAFT CARE

It is your responsibility to keep the interior of the aircraft you are flying clean. This means **NO** soda pop containers, candy, etc. wrappers, oil cans, etc. will be allowed in the aircraft. Do **NOT** slam the aircraft doors; use the handles properly. Disregard and damage done to the interior, radio equipment, instruments, etc., **WILL NOT BE TOLERATED!!!** Any repairs that must be done because of student neglect **WILL BE CHARGED TO THE STUDENT WHO LAST FLEW THE PLANE.** If during your pre-flight you find these conditions are not met, you are to contact dispatch immediately and the previous student will pay for repairs. Also, **DO NOT** perform engine starts on airplanes in the hangar area. All planes should be pulled to the tarmac before starting them.

DO NOT taxi over tie-down chains. All aircraft will be shut down on the taxiway perpendicular to the desired tie-down and pushed into parking position. This policy applies year round and at every airport. Anytime an aircraft is pushed, there must be at least two people present to move the aircraft. Students are not allowed to move aircraft on their own – an instructor, dispatcher, or USU mechanic must be present. When away from Logan, without an instructor present, students should seek assistance from an FBO employee when moving an aircraft.

If you wish to take a USU aircraft away overnight you must:

1. Get clearance from Sean Heiner
2. Make sure the aircraft will be properly secured overnight.

As none of our syllabi require any overnight trips, an overnight trip is a choice of the student and therefore the student will be responsible for the cost of properly securing the aircraft overnight when it is away from the Logan Cache Airport.

FEE PAYMENT PROCEDURES

All fees for flight lessons, aircraft rental, and instruction will be paid to the cashier in the registrar's office in TSC 246. It is highly recommended that you deposit the entire amount necessary to complete a certificate or rating into your flight account at the beginning of your training. Flight lessons will be scheduled on a regular basis, and you will be assessed a "no-show" fee for each session missed due to finances or any other circumstances. If you are unable to deposit the entire amount at one time, make deposits of generous amounts and monitor your account to maintain an acceptable balance which will allow you to keep up with the pace of training.

When paying the attendant at the Registrar's Office, please tell them you are paying flight fees so it will be credited to the proper account. Flight fee payments can also be made online using the Touchnet™ system; make sure you specify that the deposit is intended for flight fees. Take the Touchnet™ receipt or the receipt from the cashier's office to the USU Flight Business Office at the airport and give it to Susan Crosbie. Susan will credit the deposit to your ETA account where it can be withdrawn as training expenses are incurred. This should be done for both pre-payments and paying on account. It will take 1-2 full business days for the paperwork to be done and for the deposit to show up on the airport account, so please plan ahead. **You will not be dispatched an aircraft if your flight account balance is less than \$100. NO FLYING WILL BE ALLOWED WITHOUT SUFFICIENT FUNDS IN YOUR ACCOUNT! You may view your debit account balance at any time of the online ETA system. No borrowing from your Flight Account is permitted.**

CHECKRIDE PAYMENT:

If you need money withdrawn out of your flight account for a checkride, please notify Susan Crosbie at least **5 business** days prior to the date that you will need the money. **MONEY WILL ONLY BE WITHDRAWN FROM FLIGHT ACCOUNT FOR AN FAA CHECK-RIDE OR LEAVING THE USU FLIGHT PROGRAM.**

AIRCRAFT WEIGHT & BALANCE

No aircraft will be dispatched without a current Weight & Balance signed by a USU Flight instructor. The Weight & Balance form must be entirely filled out including the calculated takeoff distance and landing distance. The Weight & Balance form is void after the scheduled session, and a new one must be completed prior to the next scheduled flight session. **No Weight and Balance form can be re-used!** If any student is found re-using a Weight and Balance form, he/she will face reprimands determined by Sean Heiner. **This policy stands for all USU students, faculty, and staff.** Weight & Balance forms will not be pre-signed. Any instructor signing a Weight & Balance authorizing a flight must be present at the airport.

AIRCRAFT SCHEDULING POLICY

All airport activities will be scheduled on ETA. Scheduling of course activities are limited to designated operation schedulers, flight instructors, and dispatchers. Students will have limited scheduling capabilities like scheduling rental activities. **Please note that rental flights do not count toward pilot training; only course activities fulfill pilot training requirements!** Your schedule will be posted on your homepage in ETA. A login username, password, and pin will be given to you by Sean Heiner. All activities will be completed by you and your flight instructor **together** as both student and instructor pins are needed. Please do not give your pin to your flight instructor; this is your electronic signature! Be present when needed to enter your own pin.

AIRCRAFT CANCELLATION POLICY

To insure efficient use of instructor and aircraft availability, all ground and flight sessions must be canceled on ETA prior to **6:00 pm one day before** the scheduled session. Any sessions not canceled by this deadline will be billed to the student! If a student does not show up within **30 minutes** of his/her scheduled session, he/she will be billed a “No-Show” fee and the scheduled aircraft and/or instructor may be given to another student. The minimum billing for a “No-Show” will be 1 hour of scheduled aircraft time at the current aircraft rate and the total scheduled instructor time at the instruction rate associated with the type of instruction scheduled. At the discretion of USU Flight Operations, a “No-show” billing can include any time, up to and including, the total time the student was scheduled for that aircraft and/or instructor. A “Late Cancel” will be considered any cancellation following the cancellation deadline. Any cancellations after the cancellation deadline must be accomplished by the instructor scheduled. A “Late Cancel” will be billed as a “No-Show.” Sessions may be canceled, without penalty, at any time if the cancellation is due to weather, illness, or other *unpredictable* circumstances. Sessions scheduled without an instructor may be canceled by the student, according to the rules contained herein.

REQUIREMENT TO MAINTAIN CURRENCY

Students and faculty who wish to use USU aircraft must maintain a standard of currency and flight proficiency which is tracked through ETA. Students and/or staff who do not fly frequently **will be required** to fly with an instructor before they will be signed off for solo flight. In addition, students will occasionally be evaluated on landing procedures and competency. These evaluations will be performed by check instructors. Students for these checks will be randomly chosen from a list of current students, regardless of position in pilot training. Students may be billed for these evaluations if they can count towards their required pilot training.

FREQUENCY OF FLIGHT TRAINING

A Private Pilot candidate is expected to complete at least one stage every 60 days. Commercial Pilot candidates are expected to complete at least one stage every 90 days. *Written stage exams must be taken and passed in compliance with the course syllabus and Training Course Outline.* **If you cannot maintain the minimum pace, you may be temporarily suspended from flight training.** You will then need to start a new record and take an evaluation flight with the Chief Flight Instructor to determine how much of your previous flight time can be brought forward. **See your advisor and/or chief flight instructor early in the program if you might have a problem with the pace of instruction.**

APPENDIX A

Transfer & Creation of USU Credit

Grading

Credit for FAA Flight Certificates Earned Prior to Entering USU

Any credit for previous flight training must be coordinated with your academic advisor.

Certificates Earned with College Credit

Students who earned FAA flight certificates through instruction at other colleges or universities will submit their transcripts showing the courses. The credits will be transferred to USU, and the students will receive the appropriate credit.

Certificates Earned without College Credit

Individuals who earned FAA flight certificates from flight schools that **did not** grant college credit can receive college credit through the following procedure:

Section A	<p>Individuals who earned the Private Pilot Certificate may receive credit by challenging AV 2330-Private Ground School and 2350-Private Pilot Certification. The process is as follows:</p> <ol style="list-style-type: none">1 - Obtain a Record of Special Examination Form (one for each course) from the USU Flight Training Center or the Advising Office (ENG 314A).2 - Schedule and satisfactorily complete the appropriate written and performance exams.3 - Obtain the required signatures from the Chief Flight Instructor and Advisor on the Record of Special Examination Forms.4 - Take completed Record of Special Examination Forms to the Records Office and pay the associated recording fee. <p>The cost of the examinations are as follows:</p> <p>AV 2330 - Private Pilot Ground School - \$40.00 (recording fee) AV 2350 - Private Pilot Certificate - \$40.00 (recording fee) + cost of flight</p> <p>Students will receive a “P” (Pass) grade for each course.</p>
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<p>Section B</p>	<p>Option #1: Individuals who hold an Instrument Rating as their highest level rating must do the following:</p> <ol style="list-style-type: none"> 1 - Complete requirements of Section A (see above) 2 - Register for and complete AV 2520-Instrument Ground School and earn a grade of B or better. 3 - They may then register for and receive credit for AV 2540-Instrument Certification I, And AV 2550-Instrument Certification II. <i>*The same grade earned in AV 2520 will be awarded for each of these courses.</i> <p>Option #2: Individuals who hold a Commercial Certificate (<i>w/out Instrument Rating</i>) as their highest level certificate must do the following:</p> <ol style="list-style-type: none"> 1 - Complete requirements of Section A (see above) 2 - Register for and complete AV 2620-Commercial Ground School and earn a grade of B or better. 3 - They may then register for and receive credit for AV 2510-Intermediate Flight and AV 2660-Commercial Certification. <i>*The same grade earned in AV 2620 will be awarded for each of these courses.</i> <p>Option #3: Individuals who hold a Commercial Certificate with Instrument Rating as their highest level certificate must do the following:</p> <ol style="list-style-type: none"> 1 - Complete requirements of Section A (see above) 2 - Register for and complete AV 2520-Instrument Ground School and earn a grade of B or better. 3 - They may then register for and receive credit for AV 2510-Intermediate Flight, AV 2540-Instrument Certification I, AV 2550-Instrument Certification II, AV 2620-Commercial Ground School and AV 2660-Commercial Certification. <i>*The same grade earned in AV 2520 will be awarded for each of these courses.</i> <p>Grades lower than a B in required ground school courses are absolutely unacceptable in this process. Students receiving grades lower than B will be required to complete <u>ALL</u> courses from the USU Flight program associated with a particular certificate.</p> <p>The price of each option will include the costs required by Section A (see above) plus the cost of tuition. The amount of tuition will be determined by the number of required courses and their corresponding credit amounts.</p>
<p>Section C</p>	<p>5. All training required for Certified Flight Instructor Certificate (CFI) and Certified Flight Instrument Instructor Rating (CFII) must be completed at Utah State University to receive credit and be eligible for graduation.</p>
<p>Section D</p>	<p>6. Multi-Engine Rating must be completed at Utah State University to receive credit and be eligible for graduation.</p>

GRADING FOR PART 141 AND PART 61 COURSES

The overall grade awarded for Part 141 Certification Courses is derived by taking the total scores from three areas:

1/3 of the grade:	Total training Time (dual & solo)	Minimum Total = A
1/3 of the grade:	Days to Completion	100 days or less = A
1/3 of the grade:	First Attempt at Checkride	Pass = A Fail = B

NOTE: If no checkride is associated with a course (i.e. AV 2510, AV 2540), the 'First Attempt at Checkride' portion of the grade will default to an "A."

The three areas above will together create an initial, unadjusted grade. The following scales identify the effects of flight training time as compared to the syllabi minimums and the number of days taken to complete a course as compared to the number of days available in a semester (these days are calendar days, not training days).

TOTAL TRAINING TIME - Initial Grade Scale

100 % - 110 %	of minimum total	=	A
111 % - 120 %	of minimum total	=	A-
121 % - 130 %	of minimum total	=	B+
131 % - 140 %	of minimum total	=	B
141 % - 150 %	of minimum total	=	B-
151 % - 160 %	of minimum total	=	C+
161 % - 170 %	of minimum total	=	C
171 % - 180 %	of minimum total	=	C-
181 % - 190 %	of minimum total	=	D+
Above 190 %	of minimum total	=	D

DAYS TO COMPLETION – Grade Scale

100 days or less	=	A
101 days to 200 days	=	B+
201 days to 300 days	=	B-
301 days to 400 days	=	C
401 days or more	=	D+

NOTE: The university will not allow any grade higher than an “A”; therefore even if following this grading scale results in a grade above an A, ONLY AN “A” will be granted.

Also, if a student has completed all requirements of a flight course and this scale results in a calculated grade of less than a D, a “D” will be granted as USU does not award a D-

After an initial grade has been calculated as explained above, the following adjustments will be made to that initial grade to calculate a final grade. This final grade will be the grade that will be posted on your transcript!

GRADING ADJUSTMENTS:

NO – SHOWS:

0	=	1 partial unit increase	(i.e. B becomes B+)
1	=	1 partial unit decrease	(i.e. B becomes B-)
2	=	2 partial unit decrease	(i.e. B becomes C+)
3 or more	=	1 whole unit decrease	(i.e. B becomes C)

FAILED LESSON ATTEMPTS:

0	=	1 partial unit increase	(i.e. B becomes B+)
0 % - 5 %	=	No Change	
5% - 15 %	=	1 partial unit decrease	(i.e. B becomes B-)
15 % or greater	=	2 partial unit decrease	(i.e. B becomes C+)

NUMBER OF REPEATS/ LESSON ATTEMPTS

0 % - 35 %	=	No change	
35 % - 45 %	=	1 partial unit decrease	(i.e. B becomes B-)
45 % - 55 %	=	2 partial unit decrease	(i.e. B becomes C+)
55 % or greater	=	1 whole unit decrease	(i.e. B becomes C)

LESSON GRADES

1 - 2.74 average	=	1 partial unit increase	(i.e. B becomes B+)
2.75 - 3.25 average	=	No change	
3.26 - 5 average	=	1 partial unit decreased	(i.e. B becomes B-)

APPENDIX B

INTERNSHIPS

**Utah State University
Flight Internship Information
2011-2012**

Utah State University Flight Program highly supports internship programs. In order to successfully compete for an internship, the following is required by USU and the airline company:

Application Requirements:

1. Junior/Senior in good standing
2. 3.0 GPA on a 4.0 scale
3. No more than 2 violations on your driving record
4. Commercial License (some airlines require CFI/II)
5. First class medical (check with airline for this requirement)
6. Each company indicates flight hours necessary
7. Declared major: USU Aviation Technology Professional Pilot

USU Process:

1. Print a Co-op/internship student manual which can be accessed from:
<http://www.usu.edu/career/internships>
2. Download the website information of the airline in which you have interest
Websites are located on the following page
3. Authorize the company and your requirements with USU Chief Flight
Instructor: Sean Heiner

Selection Process:

Each applicant will prepare a packet that will include the following:

1. Cover letter
2. Resume
3. Driving record
4. Official Transcript
5. Copy of all Certifications & Licenses
6. Include any other mandated information

Opportunities offered with most internships:

1. Jump Seat travel (free) – this benefit has disappeared over the last few years
2. Networking
3. Simulator training with an instructor (some)
4. Valuable hands-on experience

Duration of internship

Most internships are one full semester.

When to apply

The deadline for most internships is as follows:
(check applicable website for firm dates)

February for the Summer/Fall
September for the Spring

WEBSITES FOR AVAILABLE INTERNSHIPS

For specific details, please contact Sean Heiner

ALASKA AIRLINES

<https://careers.alaskaair.com/Alaska-Internships.asp>

AMERICAN AIRLINES

<http://www.aa.com/i18n/aboutUs/diversityInclusion/careers/collegeRecruitment/undrgrdAdvdegree.jsp>

AMERICAN EAGLE AIRLINES

<http://www.americaneaglecareers.com>

CONTINENTAL AIRLINES

<http://www.continental.com/web/en-US/apps/vendors/default.aspx?i=INTERNJOBS>

DELTA AIRLINES

<http://www.deltajobs.net/college.htm>

EVERGREEN INTERNATIONAL AVIATION

<http://www.evergreenaviation.com/emp/interns.html>

EXPRESS JET

www.expressjet.com/

FRONTIER AIRLINES

www.frontierairlines.com

JET BLUE AIRLINES

<http://www.jetblue.com>

MESA AIRLINES

<http://www.mesa-air.com/>

SKYWEST AIRLINES

www.skywest.com/careers/intern.php

SOUTHWEST AIRLINES

<http://www.southwest.com/html/about-southwest/careers/positions.html>

APPENDIX C

Utah State University Flight Training Operations Manual

**USU FAR Part 141 OPERATING PROCEDURES
AND SAFETY PROCEDURES**

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PURPOSE

The flight training regulations and procedures under which Utah State University conducts its flight operations are directive in nature and are designed to insure a safe, orderly, and efficient operation. They meet or exceed all regulations outlined in Title 14 of the Code of Federal Regulations. Each person connected with these operations is expected to comply with both the spirit and letter of intent of these procedures.

It is recognized that not all possible situations can be foreseen; therefore, unusual situations will be evaluated by the pilot-in-command, and he/she will exercise his/her best judgment.

GENERAL

- A. The responsibility for the aircraft and equipment rests with the Pilot-In-Command (PIC). On instructional flights, the instructor is considered as the PIC.
- B. All pilots shall have in their possession a pilot certificate with appropriate ratings, approved picture ID, and a valid medical certificate.
- C. Prior to solo, a student pilot must have his/her student pilot certificate and his/her logbook endorsed by an USU Flight Instructor.
- D. All pilots that have not previously flown at USU will be required to take a proficiency check with the Chief Flight Instructor or designated representative. All flight instructors giving instruction under Part 141 for this flight school will be required to demonstrate competency in those maneuvers outlined in the practical test standards for the course of training.
- E. No students shall receive flight training without first presenting proof of US citizenship or completing a Transportation Security Administration (TSA) background check.
- F. The following pilots may pilot a USU FAR Part 141 aircraft:
 - 1. USU Flight Instructors
 - 2. Enrolled USU students under an instructor's supervision
 - 3. USU faculty who have completed the required proficiency check and are under instructor supervision.
 - 4. Pilots employed by USU for specific tasks
 - 5. Mechanics employed by USU with appropriate ratings that have been authorized by the Chief Flight Instructor

G. The following passengers may be carried in USU aircraft:

1. Immediate family members of the pilot, or other USU students or faculty members with valid school identification card.

NOTE: If the training syllabus requires a flight be solo, the flight must be solo. This means that the student will be the sole occupant of the aircraft with no passengers on board.

H. Students shall arrive at least 15 minutes before the beginning of their scheduled flights.

I. No student, or faculty member, will be dispatched an airplane without a complete, current weight and balance form that is signed by a USU instructor who is present at the airport.

J. Students must purchase and use a USU Airplane checklist* for each Make/Model of aircraft being flown. Checklist, Owner's manual, and required FAR documents must be on board for all flights. These checklists can be purchased at Dispatch.

**These checklists are developed using the aircrafts POH and meets and/or exceeds all requirements made by the manufacturer.*

K. Regardless of departure time, students shall have the aircraft back at the end of their scheduled period.

L. Pilots will conduct all flights in strict accordance with Federal Aviation Regulations, including pre-flight inspection, starting, run-up, take-off, and landing procedures.

M. All seat belts will be securely fastened prior to starting the engine.

N. Flight plans: All solo cross-country flights will be conducted under a flight plan filed with the appropriate Flight Service Station (FSS). USU Dispatch must be notified of your intended route and expected time en-route. USU Dispatch must also be notified immediately of any change to the filed route or unexpected delays.

O. Pilot Currency: All students are required to maintain 60-day make/model currency to be eligible for solo flight. This applies to all aircraft for which the student is qualified to act as PIC. Students must maintain this currency both day and night. If a student is not 60-day make/model current, they must complete a proficiency check with a USU instructor prior to solo flight. The requirements of the proficiency check are under the discretion of the flight instructor but must include at least 3 takeoffs and landings. Students must also meet the recent flight experience requirements as specified in FAR 61.57.

P. All cross-country flights must be approved by an instructor.

- Q. Each training flight shall include a pre-flight briefing and a post flight critique of the student by the instructor assigned to the flight.
- R. The carriage of narcotic drugs, marijuana, depressant or stimulant drugs or substances on USU aircraft is prohibited by law. Smoking is not allowed in any USU training aircraft or on the ramp.
- S. USU flight students will adhere to FAR Part 91.17 regulations pertaining to alcohol and drug use.
- T. Practice stall recovery must be completed to straight and level flight a minimum of 2,000 feet above ground level and not be practiced over congested areas or airways.

SPECIAL REGULATIONS—STUDENT PILOTS

(with student pilot certificates)

- a) Student Pilots must have a student pilot certificate and medical certificate in their possession prior to beginning a flight and throughout the duration of the flight.
- b) Student Pilots will not carry passengers under any circumstances.
- c) Solo students will not practice aerobatic maneuvers. Acrobatic maneuvers are prohibited.
- d) No solo flights will be conducted in sustained winds in excess of 12 knots or with a gust factor greater than 15 knots.
- e) Student pilots will not fly outside of the local practice area except when authorized by an instructor.
- f) Student pilots will not start a solo practice flight without authorization from an instructor present at the airport.
- g) Student pilots will not fly above broken clouds, fog, or areas of mountain obscuration
- h) Off-airport, forced, or emergency landings may be practiced only when a flight instructor is aboard the aircraft. But descent will not be lower than 500 AGL. No forced or emergency landing will be practiced solo.

CAUTION: Carburetor heat should be used during prolonged glides with the throttle closed because of rapid engine cooling. The aircraft engine may not respond with rapid throttle application; therefore, the throttle should be fully opened every thirty seconds to clear the engine.

- i) Pilots are prohibited from conducting touch-and-go procedures without an instructor or examiner on board the aircraft.
- j) Only spins approved by flight operations are permitted in USU aircraft.

TRAINING AND PLANNING

Training

- 1. During training, special emphasis will be placed on proper taxiing procedures as found in the AIM 4-3-18, as well as speed management, steering the aircraft, proper controls input, etc.
- 2. During training, special emphasis will be placed on clearance instructions such as “Hold Short” and “line up and wait”.
- 3. During training, special emphasis will be placed on situational awareness, including airport signs, markings, and lightings.

Planning

- 1. Students and instructors should anticipate airport surface movements by conducting a pre-taxi plan by reviewing the ATIS, previous experience at that airport, and review of an airport diagram.
- 2. Students and instructors should plan the execution of aircraft checklists so that checklists are accomplished only when the aircraft is stopped, or while taxiing straight ahead on a taxiway without intersections

AIRCRAFT TAXIING AND STARTING

- A. Aircraft must be given a thorough pre-flight by the pilot-in-command or student (with instructor supervision) prior each flight.
- B. A qualified flight instructor must be on board the aircraft during all pre-engine starts made by pre-solo private pilot students.
- C. Aircraft engines may not be started for the purpose of flight until a pre-flight inspection has been performed and the aircraft has been moved clear of hangar and other aircraft.
- D. A fire extinguisher must be obtainable during engine starts.
- E. Brake pressure must be checked and brakes applied before engine is started.

- F. The pilot will make a visual check to ensure the immediate area is clear of people, equipment, and/or debris before starting an engine.
- G. Approved checklist must be used for all starting procedures.
- H. All engine starts will be done or supervised by USU flight instructors, pilots, students, or mechanics.
- I. When the temperature drops below 10 degrees Fahrenheit (-12 Degrees Celsius), the aircraft engine will be preheated before an engine start is attempted. This will be done in accordance with the Airplane Flight Manual.
- J. No one except a qualified USU mechanic may hand-prop an aircraft at any time.
- K. Airplanes will be taxied only by USU flight instructors, pilots, authorized students, or authorized mechanics.
- L. No aircraft shall be taxied closer than ten feet to any building or other stationary object unless following a marked taxi route, or when directed by a person on the ground using hand signals. Aircraft will not be taxied into the hangar.
- M. Aircraft will be taxied very slowly in congested areas and at a speed equivalent to a “brisk walk” on taxi routes. Low power settings must be used when taxiing out of the tie down areas.
- N. Minimize checklists usage or “heads-down” activities while aircraft is moving
- O. Correct control deflections will be used when taxiing in winds greater than 5 knots.
- P. Students and instructors should visually scan the full length of taxiways, runways, and final approach to check for aircraft.
- Q. Engine run-up shall be made in designated run-up areas. Clear of the runway, and headed as nearly as possible into the wind. After receiving take-off clearance, all pilots will visually clear the approach path and then take off expeditiously. This rule is applicable at all airports, towered and non-towered.
- R. In the event surface winds reaches 40 knots or higher, a wing walker will be used for all taxiing aircraft.
- S. Solo students will not taxi their aircraft unassisted to the parking area after landing when wind has reached 30 knots, but will clear the active runway and stop the aircraft with the nose pointed directly into the wind. They will keep the engine running at 1,000 RPM and

hold their wings level with ailerons until wing walkers arrive to assist in the taxiing to the parking area.

- T. No aircraft will be taxied from its tie down position for any reason when the wind exceeds 30 knots.
- U. In case of aircraft approaching head on, each aircraft shall alter to the right and/or follow instructions by Ground Control.
- V. In the event of an unexplained engine failure or intermittent engine operation, either in flight or on the ground, the pilot-in-command will comply with all emergency checklist items as listed in the aircraft POH or designated checklist. If the engine is still not running after completing the checklist, the pilot will not attempt an additional restart. If a successful landing is made, no restart should be attempted. If necessary, a tow will be requested to the appropriate ramp. A restart will only be attempted after maintenance personnel have released the aircraft for return to service. If away from home base, call the USU emergency number.

FIRE PRECAUTIONS

When the temperature drops below 10 degrees Fahrenheit (-12 Degrees Celsius), the aircraft engine will be preheated before an engine start is attempted. This will be done in accordance with the Airplane Flight Manual. An instructor must be present at all times when using pre-heat equipment.

Improper starting procedures during a difficult cold weather start can cause a backfire which could ignite fuel that has accumulated in the intake duct. In this event, proceed as follows:

- A. Use caution in over priming the engine during start.
- B. Continue cranking in an attempt to get a start which would suck the flames and accumulated fuel through the carburetor and into the engine
- C. If during start a minor fire develops in the CARBURETOR, continue cranking momentarily. A start will extinguish the flame.
- D. If during start a minor fire develops in the EXHAUST STACK, continue cranking to extinguish the flame.
- E. If fire is other than described above, place mixture control on idle cut off, turn OFF the magneto switch, and evacuate the aircraft immediately. Use nearest fire extinguisher at the base of the flame. After the fire has been extinguished, notify dispatch.

- F. If start is successful, run the engine at 1700 RPM for two minutes before shutting it down.
- G. In case fire is not extinguished, turn off all switches and use fire extinguisher.
- H. Report to USU flight office.

AIRCRAFT OPERATIONS: MANUEVERS

- a) All take-off and landings will be made as directed by the Control Tower or in accordance with procedures outlined in the Aeronautical Information Manual.
- b) When taking off from an airport, the cross-wind turn shall be made as close to traffic pattern altitude as possible and no lower than 400 AGL. Instructions by the Tower must be followed when safe to do so.
- c) All local flights must be made in a designated practice area.
- d) Low altitude maneuvers, except takeoffs and landings, will not be performed in the vicinity of any airport.
- e) No pilot shall operate an aircraft in close proximity to another aircraft and shall give way to other aircraft to avoid creating a collision hazard. FAR Part 91.113 must be followed under these conditions and as outlined in Aeronautical Information Manual.
- f) Formation flying is PROHIBITED.
- g) No flight shall be conducted above 12,000 feet MSL without oxygen for the pilot and the passengers.
- h) All pilots must clear the area prior to performing maneuvers. Complete two 90 degree turns in opposite directions or one 180 degree turn as to clear the area.
- i) No flight shall be conducted over any congested area or any open air assembly of persons, below an altitude of 1,000 feet above the highest obstacle within a horizontal radius of 2,000 feet of the aircraft. Over other than congested areas, an altitude of 500 feet above the surface will be maintained. Other restrictions outlined by NOTAM.
- j) Single engine airplane stalls, slow flight, steep turns, chandelles, or lazy eights shall be performed or recovered no lower than 2,000 feet AGL. Multi-engine airplanes stalls, slow flight, steep turns, chandelles, lazy eights or Vmc demonstration flight shall be performed or recovered no lower than 3,000 feet AGL. Simulated engine failure procedures will be terminated no lower than 500 feet AGL

- k) On all dual and practice solo flights, all pilots will keep a proper lookout to avoid other aircraft, terrain, and other obstructions.
- l) All simulated emergency operations will be done in compliance with the aircraft flight manual.

AIRCRAFT: FUEL AND FUEL RESERVES

1. Pilots will complete preflight preparation cross-country planning as outlined in the PTS airplane flight manual, regulatory requirements, and all USU procedures. Proper fuel planning must be emphasized during pre-flight preparation and planning.
2. Fuel burn will be calculated by flight time using appropriate POH charts and compared to fuel gauge reading
3. Determine fuel on board by visually checking the tanks or by using the approved fuel gizmo if fuel is not visible through the fuel caps. Be certain to update the fuel totalizer, if one is available, with the actual fuel load. Compare actual fuel load with fuel gauge reading.
4. Fuel load plus required occupant and baggage weight must NOT exceed the maximum allowable gross weight and center of gravity limits.
5. VFR flight will not be initiated with less than enough fuel to make your planned flight plus 45 minutes reserve at normal cruising speed.
6. If flying on an IFR flight plan, there must be enough fuel on board to fly to the airport of intended landing, then to the first alternate airport with a 45 minute reserve at normal cruising speed.
7. On all local flights, a fuel reserve of 45 minutes must be maintained.

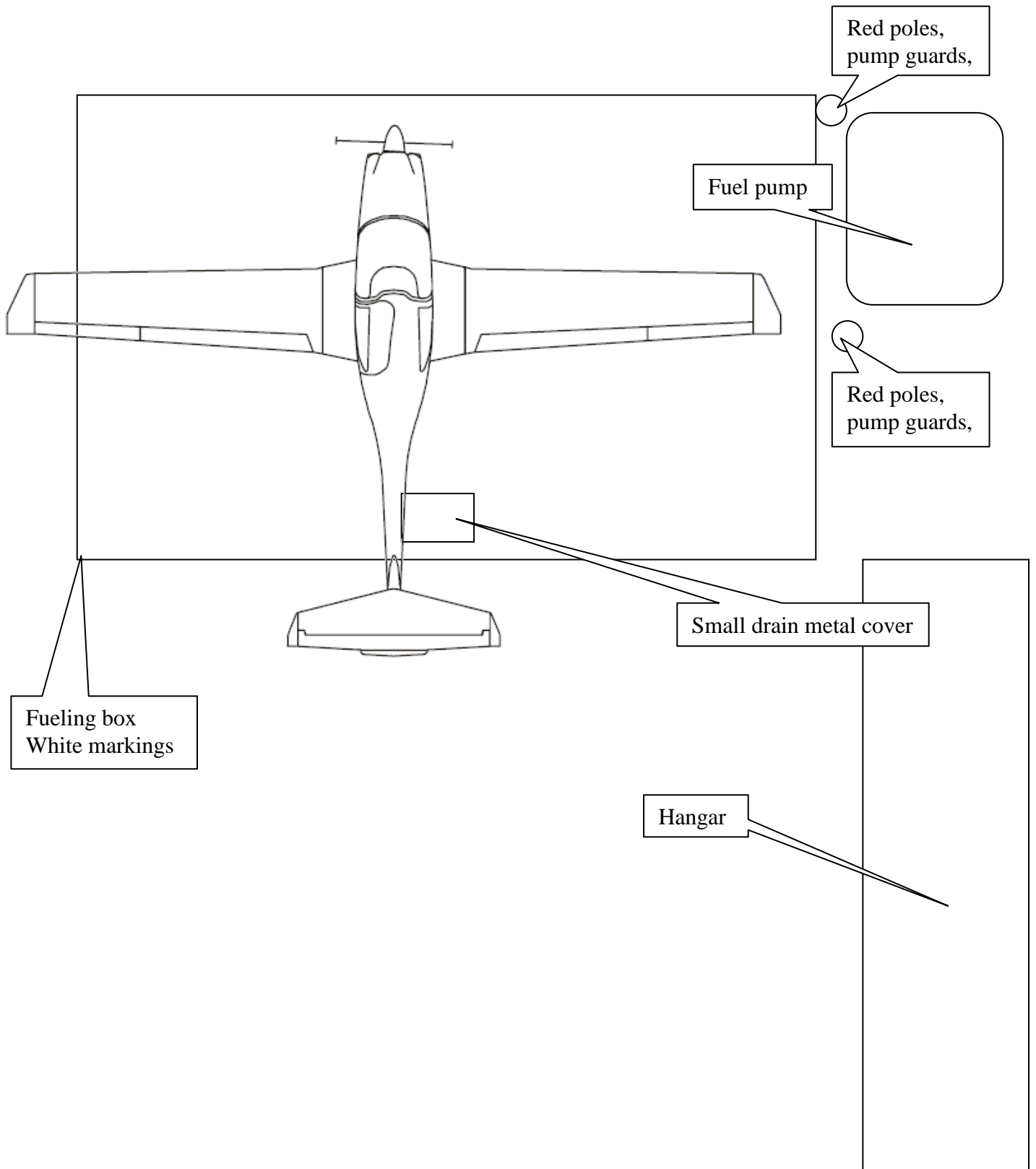
Self Fueling

When USU aircraft pull up to the self serve station they must obey all printed signs in the area. No open flames or smoking is permitted within at least 50 feet of the fuel pump. And fire extinguishers must be verbally identified prior to starting the fueling operations. The following procedures will be followed:

1. DA-40 Aircraft must be shut down and pulled into fueling box; Arrows may be taxied into fueling box before shut down.
2. Care must be used when, taxiing close to hangars, light poles, and fuel pump.
3. All electrical systems must be turned off prior to fuel being pumped.
4. Parking brake must be on before fueling.
5. Grounding wire must be in place before fueling.
6. No one shall be in the aircraft while it is being fueled.
7. If lightning is within 5 miles of the airport, fueling will be suspended.
8. Care shall be taken when fueling as to not scratch or damage the aircraft.
9. Pull hose to farthest wingtip and fill furthest tank first.
10. Take care not to trip or get tangled up in hose or grounding wire.

11. No solo student shall fill the aircraft without assistance from an instructor or Dispatcher.
12. Time must be taken to teach students the proper way to fuel.
13. IF THERE IS EVER A DOUBT ABOUT SAFETY DON'T DO IT! Call for dispatch or another flight instructor to help.

To use fuel pump, enter number inside the dispatch can. For example, 418FP, you would enter the number 18, then the pin from the can ****, then press 1 for pump #1. Then you will turn the fuel station pump electricity on. Ground the aircraft. Pilot will then pull the hose out to the farthest wing; the hose can reach the far side of the white box. Carefully fuel the left tank, then the right tank. Turn off the pump, retract the hose, and retract the grounding wire. Collect the receipt to turn in at the end of flight. If aircraft are lined up behind yours, manually pull the aircraft out and away so as to not blast waiting aircraft. Using the appropriate checklist, start that aircraft, and taxi to run-up area.



AIRCRAFT DISCREPANCIES AND WRITE-OFFS

- A. USU will provide an aircraft metal can for each aircraft. The metal can contains the following: Tach Sheets, discrepancy logs, inspection data, fuel cards, list of emergency phone numbers. The Tach Sheet will be used to log flight times after each flight and must be completed prior to exiting the aircraft.

- A. All mechanical irregularities or discrepancies that come to the attention of the pilot, or flight instructors before, during, and after completion of the flight will be noted in the aircraft discrepancy log. The following action will be taken.
 - 1. The student pilot, pilot, or flight instructor will turn in both the aircraft can and discrepancy log to USU Dispatch
 - 2. No aircraft will be flown with discrepancies unless deferred or repaired.
 - 3. Only USU Flight Instructors or Maintenance Personnel may defer items in accordance with FAR Part 91.213 (d).
 - 4. Deferred items will be sequentially numbered (current year) for each aircraft discrepancy, i.e., 05-1, 05-2, 05-3 and entered into the office "AIRCRAFT DISCREPANCY LOG SUMMARY".
 - 5. An open squawk will remain in the aircraft can to ensure that the next pilot will not fly an aircraft with a discrepancy.
 - 6. Dispatch will notify the director of maintenance.
 - 7. The certificated mechanic taking any corrective action will show the maintenance action taken, date, and sign the discrepancy sheet.
 - 8. The discrepancy sheet will be included in the aircraft maintenance records.
 - 9. If a serious discrepancy develops during a local flight, land the aircraft at the nearest airport and report to dispatch. This is defined as endangerment to the aircraft or occupants if the flight is continued; i.e., a rough or intermittently running engine, airframe structural problem, a fire or immediate threat of fire.

SECURING OF AIRCRAFT

- A. After returning from flight, each aircraft shall be parked in a hangar or in an appropriate tie-down spot. No person shall taxi an aircraft into a tie-down spot; all aircraft shall be shut down straight ahead on the taxiway or ramp and then pushed or pulled into a tie-down spot. No person shall taxi an aircraft into a hangar. All items on the appropriate shut down checklist shall be accomplished (including installation of control locks, master off, alternator switch off, radios and lights off). Lock doors of aircraft. If a gust lock is provided for the aircraft, it must be installed. The aircraft shall be tied down in the tie-down area and chocked on both main landing gear. If a tie-down spot is not available, the aircraft must be placed in a hangar and chocked on both main landing gear. It is not sufficient just to set the parking break to secure an aircraft. The pressure in the DA40 & DA42 parking brakes slowly bleeds after the parking brake is set. By morning it is likely that the pressure will be gone. If the aircraft is on a sloping ramp without alternative means to keep it from rolling, it may roll downhill when the pressure bleeds out of the parking brake system.
- B. If an aircraft is to remain overnight away from the Logan Cache Airport, the student is responsible to adequately secure the aircraft overnight at the overnight location. Because there are no overnight requirements of any of our lessons in any of our training syllabi, an overnight stay away from the Logan Cache airport is a choice of the student. Because it is a students' choice to stay overnight students will pay all fees associated with securing an aircraft overnight at a location other than the Logan Cache Airport. **All overnight stays must be pre-authorized by the Chief Flight Instructor.**

A post-flight inspection must be performed and any discrepancies or "squawks" reported to Dispatch.

UNPLANNED LANDING AWAY FROM ORIGINATING AIRPORT

In case of an unplanned landing on or off airports, the USU chief flight instructor and chief of maintenance shall be notified, and their instructions adhered to. If necessary, minor repairs shall be made at the nearest maintenance facility under the direction of either the chief flight instructor or director of maintenance. If the aircraft needs to be left unattended at another airport, the PIC will make sure the gust lock is installed, the aircraft is locked, and the aircraft is secured with tie-downs and close your flight plan.

In case of major damage, USU will dispatch an aircraft with authorized maintenance personnel to determine the appropriate action to take.

1. If there is an Accident/Incident, then the Chief/Assistant Chief Flight Instructor will comply with NTSB Part 830.
2. If there is an unplanned landing at an airport which is not an accident/incident under NTSB Part 830 and the airplane can be returned to service without an inspection of the

airplane by a mechanic, the instructor and/or student must brief the Chief/Assistant Chief Flight Instructor of the situation before making any further attempt at flying the aircraft.

NIGHT FLYING

Solo night operations are prohibited during Private Pilot training. All other solo night operations are limited to the required solo flight training in accordance with the approved USU syllabi. An operating flashlight is required for night flying. Absolutely NO night departures are permitted to or from the Wendover Airport unless an Instructor is aboard. **SLOW FLIGHT, STALLS, AND SPINS WILL NOT BE PERFORMED OR PRACTICED AT NIGHT IN USU AIRCRAFT.**

EMERGENCIES

The emergency checklist, which is part of the Pilot's Operating Handbook, or USU Check list, shall be used and adhered to in cases of emergency.

It is expected that all pilots, in cases of emergency, will use their best judgment. The circumstances of such necessity will be reported to the chief flight instructor. Should the exercise of such judgment involve deviation from these rules or from the FAR's, a written statement stating the circumstances should be made at the earliest possible moment, but not later than 24 hours after the deviation.

When an emergency occurs where the exercise of authority is involved and an instructor is present, the senior instructor will assume command of the situation and give orders according to his or her best judgment. The instructor in charge may, of course, accept advice from other instructors present.

EMERGENCY NUMBERS

Daytime-Dispatch Office	(435)753-4289	Call Collect (Mon-Sat)
Sean Heiner	(435)753-1451-Home	(435)770-0940-Cell
Flight Instructor	listed in each aircraft can	

CALL YOUR FLIGHT INSTRUCTOR

If a student is forced to deviate from filed flight plan due to weather, aircraft problems, or illness, the student should contact his/her instructor immediately. Also, the student should alert Dispatch regarding any delay so that arrangements can be made concerning aircraft scheduling. The Flight

Service Station (FSS) to which the flight plan has been filed should also be notified regarding any changes and the circumstances pertaining to the changes.

APPROVED AIRPORTS
NO RESTRICTIONS

AIRPORTS: Only airports which meet the requirements of FAR 141.38 will be used by USU students. Below is a list of airports APPROVED for USU Flight Training Operations WITH NO RESTRICTIONS.

UTAH APPROVED AIRPORTS - No Restrictions

Bountiful Skypark Airport	BTF
Brigham City Airport	BMC
Cedar City Regional Airport	CDC
Delta Muni Airport	DTA
Fillmore Muni Airport	FOM
Heber City Muni/Russ McDonald Field	36U
Kanab Muni Airport-	KNB
Logan-Cache Airport	LGU
Milford Muni Airport /Briscoe Field	MLF
Moab Canyonlands Airport	CNY
Nephi Muni Airport	U14
Ogden-Hinkley Airport	OGD
Price Carbon County Regional Airport/Davis	PUC
Provo Muni Airport	PVU
Salt Lake City International Airport	SLC
Salt Lake City Muni Airport NO. 2	U42
Spanish Fork Springville Airport	U77
St George Muni Airport	SGU
Tooele Bolinder Field – Tooele Valley	TVY

NEVADA APPROVED AIRPORTS - No Restrictions

Elko Regional Airport	EKO
Mesquite Muni Airport	67L
Wells Muni/Harriet Field	LWL

COLORADO APPROVED AIRPORTS – No Restrictions

Garfield County Regional (Rifle)	RIL
Walker Field (Grand Junction)	GJT

IDAHO APPROVED AIRPORTS – No Restrictions

American Falls Airport	U01
Bear Lake County Airport	1U7
Blackfoot McCarley Field	U0Z
Boise Air Terminal (Gowen Field)	BOI
Burley Mini Airport	BYI
Caldwell Industrial Airport	EUL
Driggs – Reed Memorial Airport	DIJ
Gooding Muni Airport	GNG
Idaho Falls Regional Airport	IDA
Jerome County Airport	JER
Madison County Airport (Rexburg)	RXE
Malad City Airport	MLD
Mountain Home Muni Airport	U76
Nampa Muni Airport	S67
Pocatello Regional Airport	PIH
Preston Airport	U10
Twin Falls/ Joslin/Magic Valley Reg	TWF
Weiser Muni Airport	S87

APPROVED AIRPORTS WITH RESTRICTIONS

UTAH APPROVED AIRPORTS – With Restriction

Bryce Canyon Airport	BCE	Only with an Instructor
Duchesne Muni Airport	U69	Only with an Instructor
Dutch John Airport	33U	Only with an Instructor
Roosevelt Municipal Airport	74V	Only with an Instructor
Vernal Airport	VEL	Only with an Instructor

ARIZONA APPROVED AIRPORTS – With Restrictions

Casa Grande Airport	CGZ	Only with an Instructor
Chandler Muni Airport	CHD	Only with an Instructor
Ernest A Love Field (Prescott)	PRC	Only with an Instructor
Flagstaff Pulliam Airport	FLG	Only with an Instructor
Glendale Muni Airport	GEU	Only with an Instructor
Kingman Airport	IGM	Only with an Instructor
Lake Havasu City Muni Airport	HII	Only with an Instructor
Laughlin/Bullhead International	IFP	Only with an Instructor
Mesa Falcon Field	FFZ	Only with an Instructor
Phoenix Deer Valley Airport	DVT	Only with an Instructor
Phoenix Goodyear Airport	GYR	Only with an Instructor
Ryan Field	RYN	Only with an Instructor
Scottsdale Muni Airport	SDL	Only with an Instructor
Sedona Airport	SEZ	Only with an Instructor
Tucson International	TUS	Only with an Instructor
Williams Gateway Airport	IWA	Only with an Instructor
Yuma MCAS/International	YUM	Only with an Instructor

CALIFORNIA APPROVED AIRPORTS – With Restrictions

Apple Valley Airport	APV	Only with an Instructor
Barstow – Daggett Airport	DAG	Only with an Instructor
Bob Hope (Burbank) Airport	BUR	Only with an Instructor
Camarillo Airport	CMA	Only with an Instructor
Carlsbad/McClellan/Palomar	CRQ	Only with an Instructor
Chino Airport	CNO	Only with an Instructor
Long Beach/Daugherty Field	LGB	Only with an Instructor
Montgomery Field	MYF	Only with an Instructor
Ontario International Airport	ONT	Only with an Instructor
Oxnard Airport	OXR	Only with an Instructor
Palmdale Regional/USAF	PMD	Only with an Instructor
Riverside Muni Airport	RAL	Only with an Instructor
San Diego International Airport	SAN	Only with an Instructor
Santa Anna-John Wayne-Orange	SNA	Only with an Instructor
Santa Barbara Muni Airport	SBA	Only with an Instructor
Santa Monica Muni Airport	SMO	Only with an Instructor
Torrance Airport-Zamperini Field	TOA	Only with an Instructor
Van Nuys Airport	VNY	Only with an Instructor

COLORADO APPROVED AIRPORTS – With Restrictions

Meeker Airport	EEO	Only with an Instructor
Montrose Regional Airport	MTJ	Only with an Instructor
Rangley Airport	4V0	Only with an Instructor

WYOMING APPROVED AIRPORTS - With Restrictions

Afton Muni Airport	AFO	Only with an Instructor
Alpine Airport	46U	Only with an Instructor
Evanston-Unita Co Burns Field	EVW	Day VFR Only, No Winter Flights
Fort Bridger Airport	FBR	Day VFR Only, No Winter Flights
Jackson Hole Airport	JAC	Only with an Instructor, VFR Only, No reported or forecast ceiling.
Kemmer Muni Airport	EMM	Day VFR Only, No Winter Flights
Rock Springs Sweetwater Co	RKS	Day VFR Only, No Winter Flights

NEVADA APPROVED AIRPORTS – With Restrictions

Jackpot/Hayden Field	06U	No Night Flights
Las Vegas Henderson/Bould. City	HND	Only With an Instructor
Wendover Airport	ENV	Night Flight Restricted to Instrument rated pilots or with an Instructor

PROHIBITED AIRPORTS

No USU flight operations may be conducted at the following airports:

Dawney/Hyde Memorial	U58	Prohibited
Tigert (Soda Springs)	U78	Prohibited

OTHER AIRPORTS

If an airport you intend to use is not listed above: **Approval must be received from the Chief Flight Instructor** before conducting any operations at unlisted airports. **This approval must be granted each time.**

GROUND OPERATIONS

During ground operations, the following Standard Operating Procedures will be followed by students and instructors at all airports if applicable. These procedures will also be evaluated and used on all stage checks.

- A. Maintain a sterile cockpit during ground operations unless required for training purposes.
- B. Monitor appropriate frequencies, at appropriate times, for the airport, CTAF, tower, ground, etc.
- C. Use standard phraseology during communications.
- D. State position whenever making initial contact with a controller, or initial intentions on the CTAF.
- E. Always have the current airport diagram on your kneeboard or somewhere directly visible during all taxi operations.
- F. Follow all ATC clearances unless they may jeopardize safety. If any clearance appears unsafe, obtain an amended clearance before proceeding.
- G. Write down non-standard or complex taxi instructions.
- H. Ask for clarification and/or progressive taxi, when taxi instructions are not completely understood.
- I. Minimize checklists usage or “heads-down” activities while aircraft is moving. Taxiing in parking areas will be at a minimum speed and if congested, with an outside observer to ensure wing tip clearance.
- J. Taxi speed in clear areas and on taxi ways must not exceed a speed at which the loss of brakes would result in a loss of control of the aircraft.
- K. Correct control deflections will be used when taxiing in winds greater than 5 knots.
- L. Prior to entering or crossing any runway or taxiway, students and instructors should visually scan the full length of the runway or taxiway to check for aircraft on landing rollout, final approach, or already on the taxiway. This will be accomplished by using a 360 degree turn or S-turn as appropriate for the conditions and aircraft being taxied.
- M. When visually scanning the runway and taxiway, use CRM and verbally confirm scan results by saying “clear left, clear right” as appropriate, or if solo, by mentally confirming scan results.
- N. Verbally confirm “final is clear, runway is clear” before entering runway and adding power for takeoff.
- O. When taking active runway, do not hold any longer than necessary on runway.
- P. On takeoff roll, monitor engine power and airspeed. Confirm each verbally, “power check, airspeed alive” and announce Vr.

USU WEATHER MINIMUMS

These weather minimums **DO NOT** supersede any weather minimums required by Title 14 of the Code of Federal Regulations.

The following Utah State University weather minimums shall be used unless Title 14 of the Code of Federal Regulations requires greater weather minimums. In this case, the weather minimums specified in the Title 14 of the Code of Federal Regulations shall be used. Cloud clearance requirements are not included in the Utah State University weather minimums. See the appropriate regulation for these requirements

The following applies for all Part 141 training operations at Utah State University:

Weather must be forecast to remain at the minimums listed, or improve, for at least 2 hours after the estimated time of arrival at each airport of intended use. Solo flights are prohibited during Instrument and Flight Instructor Certification.

WIND:

Not to exceed the following:

Dual Flights:

Sustained Wind: 25 knots
Max. Gust Velocity 30 knots
Crosswind: Max Demonstrated

Private Pilot Solo Students:

Sustained Wind: 12 knots
Max. Gust Velocity: 15 knots
Crosswind: 8 knots

Commercial Pilot Solo Students:

Sustained Wind: 20 knots
Max. Gust Velocity: 20 knots
Crosswind: Max Demonstrated

REQUIRED CEILING AND VISIBILITY:

Dual VFR Flights:

Remaining in the Pattern:

Ceiling: 1500 Feet AGL
Visibility: as required by airspace

Local Flights: (within 40 nm of KLGU)

Ceiling: 3000 Feet AGL

Visibility: 3 SM (or greater if required by airspace)

Cross Country Flights: (greater than 40 nm of KLGU)

Private Pilot Students:	Commercial Pilot & CFI Students:
Ceiling: 4000 Feet AGL	Ceiling: 3000 Feet AGL
Visibility: 4 SM*	Visibility: 3 SM*
<i>*or greater if required by airspace</i>	

Solo VFR Flights:

Remaining in the Pattern:

Private Pilot Student:	Commercial Pilot Student:
Ceiling: 1500 Feet AGL	Ceiling: 1500 Feet AGL
Visibility: 3 SM*	Visibility: 3 SM*
<i>*or greater if required by airspace</i>	

Local Flights: (within 20 nm of KLGU)

Private Pilot Student:	Commercial Pilot Student:
Ceiling: 4000 Feet AGL	Ceiling: 3000 Feet AGL
Visibility: 5 SM	Visibility: 4 SM*
<i>*or greater if required by airspace</i>	

Cross Country Flights: (greater than 20 nm of KLGU)

Private Pilot Student:	Commercial Pilot Student:
Ceiling: 5000 Feet AGL	Ceiling: 4000 Feet AGL
Visibility: 5 SM	Visibility: 4 SM*
<i>*or greater if required by airspace</i>	

Instrument Certification Training:

Without an IFR Clearance:	With an IFR Clearance:
Ceiling: 3000 Feet AGL	Ceiling: 800 Feet AGL
Visibility: 3 SM	Visibility: 1 SM

Weather Categories:

The current weather categories (one for dual operations and one for solo operations) will be posted at dispatch. Weather categories are listed from least restrictive to most restrictive. Any operations in the categories following the current category are allowed. Any operation requiring weather conditions greater than the current category will not be allowed. (i.e. if the current category is C, all operations in categories C, D, and E are allowed. Any operations in categories A & B are not allowed).

Weather categories are as listed:

Dual

- A. Private Cross-Country
- B. Comm Cross-Country
- C. Local and Inst.w/o IFR Clearance
- D. Remaining In Pattern
- E. Inst w/ IFR Clearance
- F. Not Allowed

Solo

- A. Private Cross-Country
- B. Private Local
- C. Comm Cross-Country
- D. Comm Local
- E. Private & Comm in pattern
- F. Not allowed

Part 61 Training:

Part 61 training flights will be operated in accordance with Utah State University Part 141 minimums.

Runway Conditions:

Utah State University flight training is prohibited on unplowed, snow-covered, or icy runways.

Special VFR:

Special VFR Clearance (SVFR) may be used in controlled airspace with an instructor aboard for approach and landing purposes only. SVFR will not be used for departure from any airport. All pilot, airplane, and regulatory requirements will be observed and followed.

IMC Flight:

IFR Flight is approved only when an authorized USU instructor is on board and holds an instrument rating, is legal and current to fly instruments, and the aircraft is equipped for IFR flight. Take-offs are prohibited if landing minimums do not prevail. Any flight into known icing conditions will be restricted to aircraft with anti-ice or de-ice equipment and capabilities.

Weather Deviations:

Deviations from Utah State University Weather minimums are allowed on a case-by-case basis and only with approval from the Chief Flight Instructor.

SAFETY SYSTEM AND SAFETY REPORTS

In order for a safety system to be effective there must be somebody who is mainly responsible for it. This responsibility at USU has been delegated to the Assistant Chief Flight Instructor who also doubles as the Safety Officer. A safety system also requires responsibility of all parties involved in it. For our safety system to be effective, all students must participate in it. You are encouraged to talk to the Safety Officer about the safety program and submit any recommendations to improve safety. You are also expected to submit **safety reports** as you encounter unsafe situations or notice unsafe practices. Blank safety reporting forms can be found outside of Aaron Dyches' office. These forms should be filled out and submitted to Aaron Dyches (a method to submit these safety reports online is being developed). These safety reports will be used to identify recurring safety concerns and improper safety trends. The objective behind these safety reports is to identify program safety weaknesses and enhance program safety.

ADDITIONAL SAFETY POLICIES

Safety is the number one emphasis in our flight training operations at USU. Safety requires maturity. We expect that you will act in a mature and a professional manner in all of your flight training activities at Utah State University. These policies enforce our culture of safety and, followed properly, are designed to keep us further away from any unfortunate accidents or incidents happening. **Disregard for safety procedures or policies will not be tolerated and may be cause for a student's dismissal from the aviation program.**

Takeoff Policy:

1. USU flight operations will always use the full runway length for takeoff when it is available. Intersection takeoffs are prohibited unless there is no other option.

Solo Policies:

1. Before a student will be authorized for a first solo, he or she must receive a pre-solo flight check. This flight check will be performed by an instructor other than the student's primary instructor. It will consist of at least three landings. A student may be authorized for a first solo after successful completion of this pre-solo flight check.
2. A student must receive a minimum of 10 hours dual instruction in a complex aircraft before he or she will be allowed to solo a complex aircraft. A complex endorsement is required before a student will be authorized to solo a complex aircraft. The complex endorsement can be given to the student as soon as the flight instructor determines the student competent in complex aircraft, but regardless of when the instructor awards a complex endorsement a minimum of 10 hours of complex time is required before a USU student will be allowed to solo a complex aircraft.
3. The commercial maneuvers of Power-off 180s and Steep Spirals **will NOT be**

performed solo! These maneuvers are only to be practiced on dual flights.

Multiengine Aircraft:

1. Multiengine aircraft operated by USU must always have at least two pilots stationed at the controls, when operated for flight. At least one of the pilots at the controls must be an MEI rated flight instructor who has been checked out as a USU flight instructor in the multiengine aircraft. The only exceptions to this rule are certain special flights assigned by Sean Heiner.

ADDITIONAL OPERATIONAL POLICIES

Flights beyond 300 NM from the Logan Cache Airport:

Our flight training syllabi do not require any flights beyond 250 NM from the Logan Cache Airport. As such, flights beyond 300 NM are considered students' choice. If a student chooses to take a USU aircraft beyond 300 NM from our home base of Logan, Utah, he or she will assume additional responsibility if the aircraft experiences maintenance issues. The additional responsibilities will be determined on a case-by-case basis but could include up to the full cost of repairing and recovering the aircraft including any ancillary costs such as hotel bills, food bills, etc. This policy is necessary due to the increasing costs of aircraft recovery efforts with increasing distance from our home base of Logan, Utah,