# Work Experience in Aviation - Comprehensive Course No. 40701 Credit: 1.0

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| **Student name:** |  | **Graduation Date:** |  |

Pathways and CIP Codes:Aviation Maintenance (47.0608) - Avionics & Airframe Strand

Course Description: An advanced topics, research, and **application level** course covering specific topics in aviation. Opportunities for Work-Based Learning (WBL) such as in-house training, job shadowing, and/or internships. (Prerequisite: Must take at least 1.0 credit of Technical and Application level courses combined.)

Directions:The following competencies are required for full approval of this course. Check the appropriate number to indicate the level of competency reached for learner evaluation.

**RATING SCALE:**

4. Exemplary Achievement: Student possesses outstanding knowledge, skills or professional attitude.

3. Proficient Achievement:Student demonstrates good knowledge, skills or professional attitude. Requires limited supervision.

2. Limited Achievement:Student demonstrates fragmented knowledge, skills or professional attitude. Requires close supervision.

1. Inadequate Achievement:Student lacks knowledge, skills or professional attitude.

0. No Instruction/Training:Student has not received instruction or training in this area.

## Benchmark 1: Employability Skills and Career Development

### Competencies

| **#** | **DESCRIPTION** | **RATING** |
| --- | --- | --- |
| 1.1 | Complete a Work-Based Learning experience plan. |  |
| 1.2 | Enhance Individual Plan of Study through interest assessment(s). |  |
| 1.3 | Research and report on careers in aviation. |  |
| 1.4 | Research licensing certification and credentialing in the transportation industry. |  |
| 1.5 | Create a professional portfolio to document activities completed while working with a mentor or through an internship in the transportation industry. |  |
| 1.6 | Compare the differences between requirements for earning a private pilot certificate and earning a commercial pilot certificate. |  |
| 1.7 | Construct a portfolio of information about an aviation job of interest and a company where they will be able to perform that job. |  |
| 1.8 | Organize information about general aviation pilot and non-flying jobs related to their interests. |  |
| 1.9 | Match personal interests with their aviation career goals. |  |
| 1.10 | Compare similar aviation business models. |  |
| 1.11 | Make observations about the types of businesses found at general aviation airports. |  |
| 1.12 | Organize ideas about a potential new business in the format of a business plan. |  |
| 1.13 | Summarize information contained in a business plan by creating an executive summary. |  |
| 1.14 | Apply concepts of professional etiquette in face-to-face and virtual meetings, and use these concepts to secure and communicate with a professional mentor. |  |
| 1.15 | Prepare a resume to include in student Individual Plan of Study (IPS). |  |
| 1.16 | Prepare a letter of application to include in student Individual Plan of Study (IPS). |  |
| 1.17 | Demonstrate interview skills through mock or actual employment interview. |  |

## Benchmark 2: Making Informed Decisions for Business Operations

### Competencies

| **#** | **DESCRIPTION** | **RATING** |
| --- | --- | --- |
| 2.1 | Demonstrate sound customer services principles when working with customer or client to complete a client-driven project. |  |
| 2.2 | Develop and maintain professional working relationships. |  |
| 2.3 | Apply verbal skills when obtaining and conveying information. |  |
| 2.4 | Use appropriate grammar and word usage in the creation and delivery of a formal graphic presentation using current standards and technology. |  |
| 2.5 | Develop and deliver oral presentations to provide information for specific purposes. |  |
| 2.6 | Prepare simple documents and other business communications. |  |
| 2.7 | Use information technology tools to manage and perform work responsibilities. |  |

## Benchmark 3: Professional and Technical Knowledge and Skills in the Workplace

### Competencies

| **#** | **DESCRIPTION** | **RATING** |
| --- | --- | --- |
| 3.1 | Research and report on an aviation topic of choice. |  |
| 3.2 | Research and discuss modern and future trends in aviation equipment, methods, and techniques. |  |
| 3.3 | Identify emerging trends and directions in aviation. |  |
| 3.4 | Understand MSDS (Material Safety Data Sheets) and other safety resources required for the workplace. |  |
| 3.5 | Demonstrate an understanding of OSHA regulations for personal safety, including utilization of PPE, safe use of tools and equipment, and safe handling of hazardous materials. |  |
| 3.6 | Apply concepts to interpret flight instruments and determine how to perform basic maneuvers using the information they provide. |  |
| 3.7 | Assess weather conditions for a proposed Instrument Flight Rules (IFR) flight to determine if the flight may be conducted safely. |  |
| 3.8 | Assess whether a proposed flight can be flown under Visual Flight Rules (VFR) or Instrument Flight Rules (IFR). |  |
| 3.9 | Utilize knowledge and skills to perform job duties to industry standards (e.g. Construct a basic flight plan for an Instrument Flight Rules (IFR) flight, Construct an Instrument Flight Rules (IFR) route of flight between airports, Define instrument flight conditions). |  |
| 3.10 | Utilize effective management techniques to organize workflow (e.g. Record air traffic control clearance instructions in an organized manner). |  |
| 3.11 | Identify systems and characteristics of aircraft that may be more advanced than those of common training aircraft. |  |

I certify that the student has received training in the areas indicated.

Instructor Signature:

For more information, contact:

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