

# Aviation Sciences Institute Adjunct Faculty Handbook



Southeastern Oklahoma  
State University

Oklahoma City Campuses:  
*Tinker AFB*  
*Rose State College*

Version 14.0 3 January, 2024



# Southeastern Oklahoma State University

The following statements can be found in the 2020-2023 Undergraduate & Graduate Catalog, pages 3-4 & page 91, at: [https://www.se.edu/registrar/wp-content/uploads/sites/17/2022/12/updated\\_catalog.pdf](https://www.se.edu/registrar/wp-content/uploads/sites/17/2022/12/updated_catalog.pdf)

## **Current Mission Statement**

Southeastern Oklahoma State University provides an environment of academic excellence that enables students to reach their highest potential. By having personal access to excellent teaching, challenging academic programs, and extracurricular experiences, students will develop skills and habits that promote values for career preparation, responsible citizenship, and lifelong learning.

## **Scope & Function**

The major emphasis at Southeastern continues to be a quality undergraduate education. The University offers an array of baccalaureate-level programs that prepare students for a changing society. In addition, selected graduate-level programs are provided to serve the needs of the region.

In fulfilling its mission, Southeastern fosters the region's cultural opportunities, economic growth, environmental quality, scientific and technological progress, as well as social and personal well being.

Consistent with Southeastern's mission and regional focus, the University concentrates on achieving the following objectives:

## **For students, Southeastern will:**

1. Provide an opportunity to succeed through a challenging, learner-centered academic environment.
2. Offer an undergraduate foundation in the liberal arts and sciences, with an emphasis on integrating critical thinking, communication skills, and appropriate technological applications into the curriculum across all disciplines.
3. Provide a general education program that familiarizes students with major areas of scholarship.
4. Provide professional, academic, and career-oriented undergraduate and graduate programs to meet the changing needs of the workforce.
5. Provide an environment for non-academic experiences, which fosters the development of personality, social living and effective citizenship.
6. Present a system of governance that provides reliable information and, as appropriate, involves the students in the decision-making process.
7. Actively recruit traditionally under-represented students and offer scholarship programs to attract students of various socio-economic and academic levels.

**For the faculty and staff, Southeastern will:**

1. Provide opportunities for professional development.
2. Use assessment to improve student learning and effective teaching.
3. Adhere to well-defined organizational structures, policies, and procedures.
4. Adapt to a changing higher education environment.
5. Administer a system of shared governance that provides dependable information to the institution's constituencies.
6. Nurture a campus community responsive to the needs of a diverse population.

**For the region, Southeastern will:**

1. Provide in-service instruction for educators and other professionals needed to make Southeastern competitive in national and world markets.
2. Continue its historical preparation of quality educators for Oklahoma.
3. Provide advanced graduate studies and research in areas of particular strength and need for the region and the state of Oklahoma.
4. Provide opportunities for global awareness.
5. Share human, academic, and technological resources with schools, industries, and public agencies through economic development, partnerships, and outreach activities.
6. Serve as a cultural, artistic, and information center.

**ASI Mission Statement**

The primary mission of the Aviation Sciences Institute is to provide its students with the highest quality aviation education and flight training possible. The fundamental belief of the ASI is that the best trained students will be the safest and most successful aviation professionals. The Aviation Sciences Institute will strive to excel as a world leader in Aviation Education. To that end, the Aviation Sciences Institute will provide the students with the most current information, technology, and personalized training available in the aviation profession.

**Adjunct Responsibilities**

Every adjunct's primary responsibility is to do their best to teach our students. That is our mission: **TEACHING**. The staff at Tinker AFB, Rose State, and the main campus are here to support you and your teaching. If you have a question or need help, ask. We are all here to help you help our students. If we all stay focused on doing our best for our students, things will go swimmingly!

## **Pre-Employment**

Before being employed, **ALL** potential adjuncts must meet with the OKC Site Director at the Tinker AFB office and submit the following documents:

1. Complete Resumé or Curriculum Vita
2. Official copies of **ALL** degree transcripts sent to the Academic Affairs Office
3. Documentation or credentials showing expertise to teach each class you plan to teach

## **Adjunct Pay**

Adjuncts are paid \$3,500.00 per each eight-week class taught, paid out in two installments.

NOTE: Even after you are offered employment to teach a course for a specific term, that course may be cancelled due to low enrollment or other circumstances through the first week of class.

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## **Mandatory Syllabi Statements**

There are seven Mandatory Syllabus Statements (MSS) that must be included in your syllabi. All of the MSS should already be in the shells created for your course in Canvas. However, they can also be found here:

<https://www.se.edu/academic-affairs/mandatory-syllabi-statements/>

## **Most Current Academic Documents**

### **2021-2023 Undergraduate & Graduate Catalog**

[https://www.se.edu/registrar/wp-content/uploads/sites/17/2022/12/updated\\_catalog.pdf](https://www.se.edu/registrar/wp-content/uploads/sites/17/2022/12/updated_catalog.pdf)

### **2022-2023 Academic Policies and Procedures**

<https://www.se.edu/wp-content/uploads/2022/07/Student-Handbook-2022-2023-1.pdf>

## **Computer Resources & Email**

During your initial processing, the Office Coordinator will obtain from you information needed in order to create an SE email account as well as to allow you to gain access to the Colleague Self-Service system and the Canvas Learning Management System (LMS). While you may post individual assignment scores and final letter grades on Canvas, ***final grades MUST also be entered directly via Colleague Self-Service at the end of the term.***

## **In the Classroom**

**Syllabi:** All adjuncts **must** provide a syllabus for each of their classes two weeks prior to the beginning of the term. All Syllabi should be turned in to the OKC Site Director and **MUST** include:

- Class name, meeting time, meeting location
- Course Description (found in SOSU Catalog)
- Faculty contact information (email & phone numbers)
- Required textbook or other required materials
- List of course objectives
- Schedule of events to include dates for all graded assignments  
(quizzes, exams, papers, presentations, etc.)
- Grading Procedures
- Attendance/absence policy
- Classroom etiquette policy
- Cheating/Plagiarism/Academic Misconduct Policy (As per the SOSU Student Handbook)  
<https://www.se.edu/wp-content/uploads/2022/07/Student-Handbook-2022-2023-1.pdf>
- Inclement Weather/Campus Closure Information

### **Mandatory syllabus statements**

*The most current version of the three mandatory syllabus statements may be found here:*

<https://www.se.edu/academic-affairs/mandatory-syllabi-statements/>

## **General Policies**

Use the full classroom time! With 8-week courses that only meet once a week F2F and once a week online, there is no time to waste! So, classes will start on time and continue through the published end time. Any class time missed due to adjunct illness, absence, or inclement weather **must be made up!** The make-up time will be communicated to the OKC Site Director and approved by the Department Chair or Graduate Coordinator, no matter which teaching site is involved.

**Guest Lecturers:** If you know you will be absent and wish to use a guest lecturer, the guest lecturer must be approved by the Department Chair/Graduate Coordinator in advance and the OKC Site Director must be notified of the guest lecturer. If your absence is due to illness or inclement weather the time must still be made up as stated above.

**Field Trips:** All field trips must be approved in advance by the Department Chair/Graduate Coordinator and the OKC Site Director needs to be notified of the trip and its details. Field trips in lieu of a class period must meet or exceed the class time and content of a normal classroom period.

**Assessment Data:** All adjuncts must keep assessment records for each class and provide this information to the Assessment Coordinator for entry into our assessment system.

**Student Evaluations:** There should be an End of Course (EOC) evaluation for each class you teach. Please coordinate with the OKC Site Director and Office Coordinator to make sure the EOC evaluation has been attached to your class on Canvas.

## **Book Adoption Process**

The book adoption process is completed twice per year and is overseen by the Office Coordinator. The adoption process will be for the following terms:

- 1.) Summer and Fall 1 & 2 Terms
- 2.) Spring 1 & 2

1. Adjunct/Professors will be provided a link to the book store's online system to adopt their textbooks for upcoming terms. The SE Bookstore generally sends the link and instructions adopt textbooks at the beginning of the textbook adoption process.
2. The textbook adoption process MUST be done in a timely manner.
3. The SE Bookstore stores records of previously adopted textbooks.
4. Adjunct/Professors must ensure the accuracy of textbook information adopted as this is the information provided to students on the SE Bookstore webpage.
5. If the Adjunct/Professor has not taught a class before OR the textbook version needs to be updated and needs a desk copy; it is the Adjunct's/Professor's responsibility to contact the Publisher for a review (evaluation) copy/desktop copy. Often times, the Instructor must set up an account with the Publisher.
6. If the Adjunct/Professor decides to use a different textbook than what has been approved in the past, you may request approval (providing all the information necessary for review) from the Department Chair/Graduate Coordinator.
7. The Office Coordinator will maintain a historical record of adopted textbooks for each term in the Tinker SE Office. This will be obtained from the SE Bookstore webpage AFTER book adoptions have been completed.

Note: If an instructor is teaching a class that they have never taught before or have not taught in a long time then the Book Adoption Process records allows us to reference previous semesters to determine which textbook was used, research the text, and provide this information to the instructor. The instructor can then decide to use this text or request an alternate text be used with the permission of the Department Chair/Graduate Coordinator.

## **Administrative Issues**

### **Copiers, Computers & Computer Labs:**

**Tinker AFB:** There is a copier at Tinker AFB in the Southeastern office that is available for adjunct use during normal office hours.

**Rose State:** There is a copier in the outer office of Suite 200 which may be used by adjuncts when the office is open.

**NOTE:** If you plan to use either the Tinker or Rose computer labs for your class, please contact the Office Coordinator to schedule and reserve the lab for your class.

**Tinker AFB:** There is a computer lab in room 8. Each classroom also has a computer and video projector for the teacher to use.

**Rose State:** There is a computer lab in room 112 and each classroom also has a computer and video projector for the teacher to use.

**Office Availability:**

Tinker AFB: The Southeastern office on Tinker is NOT available for adjuncts to use for meetings or to conduct office work. If an adjunct needs an office to conduct private meetings with students or perform other school-related office work please coordinate in advance with the SE office. They will coordinate to make sure a classroom, if available, is unlocked for your use.

Rose State: The conference room as well as the outer office area of Suite 200 is available when the office is open. There are two computers in that area as well as a copier for adjunct use.

**Teaching Locations** (for email addresses & phone numbers see back page)

Classes are taught at two locations in the Oklahoma City area:

Tinker AFB - Base Education (Bldg 201)  
Rose State College - Community Learning Center

Classes are listed on the schedule by class and campus:

AVIA 3113.1 = Durant campus  
AVIA 3113.T1 = Tinker AFB  
AVIA 3113.R1 = Rose State College campus  
AVIA 3113.W1 = Web based/Online class

**Class Schedules & Important Dates**

All classes are taught during five, eight-week-long sessions. Each class meets once a week Face-to-Face and once synchronously online.

F2F classes are held on either Monday, Tuesday, Wednesday or Thursday.

Some graduate classes are held on Saturdays once a week for 4 hours and 40 minutes.

Classes on Tinker AFB & Rose State typically run from 4:30 PM - 7:20 PM & 7:30 PM - 10:20 PM.

The five, eight-week sessions are listed as:

|          |                             |
|----------|-----------------------------|
| Fall 1   | mid-August to mid-October   |
| Fall 2   | mid-October to mid-December |
| Spring 1 | mid-January to mid-March    |
| Spring 2 | mid-March to mid-May        |
| Summer   | June through July           |

The **Drop/Add** period:

**Fall & Spring Terms:**

The Drop/Add period ends at noon on the Friday of the first week of classes.

**Summer Term:**

The Drop/Add period ends at noon on the Thursday of the first week of classes since the Durant main Campus is closed on Fridays through the summer term.

## **Grades**

**Grades** must be entered via Colleague Self-Service no later than 12:00 noon on the Tuesday following the end of classes, unless otherwise directed by the Registrar. Please confirm the due date with Site Coordinator. NOTE: In addition to grades of A-B-C-D-F you may also, if requested by the student and agreed to by the instructor, give a grade of “I” for incomplete.

*An incomplete may be used at the instructor’s discretion to indicate that additional work is necessary to complete a course. To receive an “I,” the student should have satisfactorily completed a substantial portion of the course work for the semester (typically 75%) but be unable to complete the remaining work due to extenuating circumstances. The “I” will become permanent within one year of the date of its posting. An “I” is GPA neutral. (2021 - 2023 Undergraduate and Graduate Catalog, pages 54 & 192)*

## **Incomplete Grades:**

Before granting an incomplete, the student and faculty **MUST AGREE IN WRITING** to all the terms and conditions necessary in order to complete the course and earn a letter grade. A time limit of no longer than one year should be stipulated. A signed copy of the agreement and a copy of the course syllabus **MUST** be provided to the OKC Site Director and placed in the student’s file. Should the original instructor become unavailable this will allow the student to complete the course with a minimum of disruption.

If all of the conditions set forth in the agreement and syllabus are not met within the time period specified in the agreement, then the grade of “I” will become permanent. If the student wishes to earn a grade other than “I” they must enroll in, pay for, and re-take the course.

## **Grade Changes:**

Grades may need to be changed for a variety of reasons. The two most common are:

1. Converting an incomplete (“I”) to a letter grade, and
2. Changing a letter grade to another letter grade (e.g. changing an “F” to a “C”)

When changing a grade for any reason, the online Grade Correction Form must be completed by the instructor issuing the grade change. You may access the Grade Change Form here:

<https://se-central.etrive.cloud/#/form/31>

You will have to log onto the university computer again and make the necessary inputs to effect the grade change and then the Department Chair will have to approve the change. Please enter a clear



explanation WHY the change is being made or email the explanation to the department chair if the explanation is lengthy.

## **Verification of Attendance**

**During the first week of class**, faculty are **REQUIRED** to take roll in all face-to-face classes. Online classes require at least one “online interaction” during this first week of classes to confirm the student is “attending.” During the second week faculty **MUST** report via Colleague Self-Service all students who have **NEVER ATTENDED** a class session/meeting. This information is typically required by the Wednesday following the end of the first week of class. Please complete your “Certify Attendance” report via Colleague Self-Service promptly! In addition, also **notify Lori Rupert or Lara Bernhardt of any student who did not attend the first two sessions of class EVEN IF the student has already coordinated their absence with you, the instructor of record.** If a student has coordinated their absence during the first week, and you report them as “Not Attending,” and then they show up during the second week, please amend their “Never Attended” status on Colleague Self-Service .

Students must attend two out of the first three weeks of class, even in the case of TDY or family emergency. If they cannot fulfill this requirement they should be immediately advised to withdraw from the course by completing the proper withdrawal form in the appropriate SE office where their student file is held.

Non-Attendance data is used in accordance with Federal Compliance Regulations, mainly for the **Financial Aid Office** to prevent the release of federal aid to those who have never attended class; and to the **Registrar’s Office** to administratively cancel students who never attended during the first two weeks of class.

Instructors must log into Colleague Self-Service and report students who have:

- 1) never attended
- 2) stopped attending
- 3) had excessive absences, or
- 4) started attending

The ***Certify Attendance*** option is available throughout the semester to verify attendance for courses starting after the beginning of the semester and to report any changes in a student’s attendance status.

**REMEMBER:** An attendance verification report **MUST** be submitted for each class **even if all students are currently attending.** If you have any questions regarding the reporting of attendance, please feel free to contact the Registrar’s Office at 580-745-2165.

### **Specific Details on attendance notification will be forthcoming in the Spring**

Students reported: Never Attended (NA)  
Stopped Attending (SA)  
Excessive Absences (EA) or  
Started Attending (AT) will appear with a line through their name.

**Never Attended (NA):**

- Online students who never access Canvas to view the course or never complete any assignments/discussions
- Student never attends a single class meeting of the course

**Stopped Attending (SA):**

- Students who show up for the first day or two but never attend again  
(If student does not appear on the certify attendance roster, then they officially dropped the course.)
- Online students who were participating online but have stopped submitting any assignments

**Excessive Absences (EA):**

- Students who are absent from class often and miss assignments/tests leading to a failing grade
- Online students who have submitted some work but are infrequent in their participation or late on assignments

**Do Not Report:**

- Student made arrangements with you about missing this week but has never attended a class meeting (submit a subsequent report showing attending status “AT” once student attends class)

**Grade Point Average (GPA) Requirements**

- Undergraduate students must maintain a **2.50 average or better** in all work required for their major.
- Graduate students must maintain a **3.00 average or better** in all graduate work attempted with no more than two grades of C. A grade below C is not acceptable in the graduate program and will not earn credit on the student’s degree plan.

**Student Code of Conduct & The Student Handbook**

Both students and faculty should be aware of the rights and responsibilities of our students. While attending any Southeastern class on any campus, students are part of the Southeastern Oklahoma State University community and therefore have the same rights and responsibilities as any other Southeastern student. The Student Handbook (**SH**) contains the Student Code of Conduct (**SCC**) which can be found here:

<https://www.se.edu/wp-content/uploads/2022/07/Student-Handbook-2022-2023-1.pdf>

**Student Conduct & Documenting Misconduct**

The Student Handbook lists 41 specific types of misconduct. The first type of misconduct listed is “1. Acts of Dishonesty” which includes Cheating; Plagiarism; and Other Academic Dishonesty. Faculty should take all forms of misconduct seriously and act to deal with them promptly.

**Note: The university has TWO parallel tracks to deal with academic misconduct:**

FIRST: As a faculty member you have the authority to use any of the following options depending on the severity of the misconduct: You may counsel the student; give them a zero for the assignment/quiz/exam/paper; or give them an F for the class. For repeat or particularly egregious cases the Department Chair has the option of removing the student from the program or recommending to the Vice President for Student Affairs that the student be expelled from the university.

SECOND: The Vice President for Student Affairs and their designee, such as the Student Conduct Coordinator, may also impose a number of sanctions in addition to whatever the faculty member elects to do. These sanctions include: a warning; customized restrictions or projects; conduct probation; suspension; expulsion; degree revocation or rescission of credit; or temporary suspension. All of the possible sanctions are fully explained in the Student Handbook.

Should any form of misconduct occur, academic or otherwise, it is incumbent upon the instructor to notify the OKC Site Director as well as the Department Chair/Graduate Coordinator and also document the incident via SOSU's **Maxient Incident Reporting Form** available here:

<https://cm.maxient.com/reportingform.php?SoutheasternOKStateUniv>

By entering the misconduct into the Maxient system, incidents of repeated bad behavior will be documented and this will prevent students from getting away with cheating or other misconduct in multiple classes. Whenever a faculty member documents a case of misconduct, the Vice President for Student Affairs and/or Student Conduct Coordinator will be notified and will review the case. Should the student be found to have previously documented cases of misconduct, the Department Chair/Graduate Coordinator will be notified and additional or stronger sanctions may be applied. Without such documentation, the Vice President for Student Affairs, the Student Conduct Coordinator, and the Department Chair/Graduate Coordinator will not have the evidence needed to take action against repeat offenders.

## Sexual Harassment

All faculty are responsible for understanding and enforcing Southeastern's policy regarding harassment of any type. Southeastern's Sexual Harassment Policy may be found here:

<https://www.se.edu/wp-content/uploads/2020/09/RUSO-Title-IX-Policy.-approved.-September-2020.pdf>

# Tinker AFB

**Office:** Base Education Office (Building 201) 405-733-2210 or 580-745-2904  
Tinker AFB, OK 73145

**Contacts:** Lori Rupert (lrupert@se.edu)  
OKC Site Director

Lara Bernhardt (lbernhardt@se.edu)  
Office Coordinator

**Classrooms:** Building 201

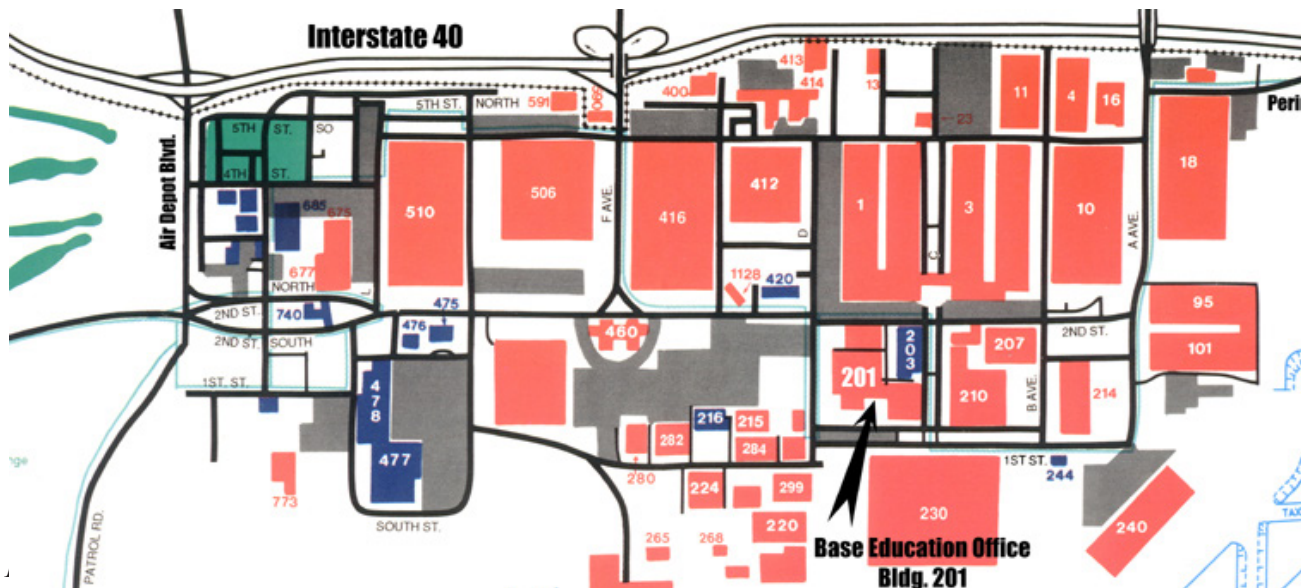
## Emergency Numbers on Tinker AFB

|                           |              |
|---------------------------|--------------|
| Emergency                 | 911          |
| Base Law Enforcement Desk | 405-734-3737 |

**Badges:** Adjuncts who do not already have access to Tinker AFB must see the Office Coordinator (405-733-2210) to apply for a “Contractor Badge” in order to access Tinker AFB.

NOTE: Tinker students are unique among the students on the SOSU Oklahoma City campuses. Due to the requirements in the Memorandum of Understanding (MOU), under which SOSU operates on Tinker AFB there is a hierarchy among students on Tinker AFB with students who are on Active Duty having priority over other students for access to classes. It is possible for a student on Active Duty to register late and bump a student in a full class with lower priority.

**ALL Tinker AFB students must enroll through the OKC Site Director or Office Coordinator and must continue to be advised by Lori Rupert - even if they take classes at Rose or online!**



# Rose State College

**Office:** Community Learning Center 405-736-0222  
 Suite 200  
 Midwest City, OK 73110

**Contacts:** Lori Rupert (lrupert@se.edu)  
 OKC Site Director

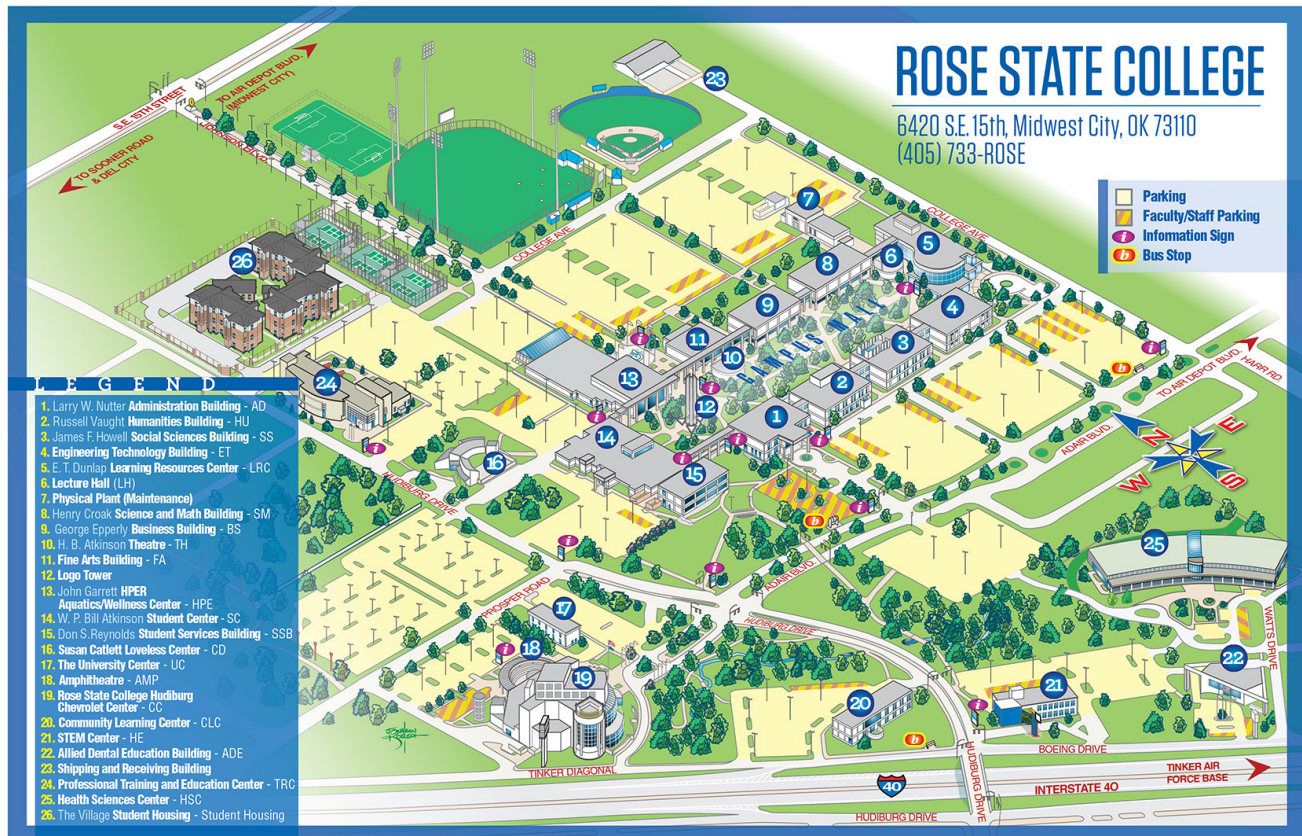
Lara Bernhardt (lbernhardt@se.edu)  
 Office Coordinator

Dr. Angela Anderson, Assistant Professor (ananderson@se.edu)  
 Dr. Michael Friday, Assistant Professor (mfriday@se.edu)

**Classrooms:** Community Learning Center  
 Rooms: 203, 205, & 112

## Emergency Numbers at Rose State

Emergency 911  
 Campus Security Office (24 hour service) 405-733-7313  
 Physical Plant (24 hour service) 405-733-7434



# **EXAMPLE SYLLABUS**

## **AVIA 3113**

### **Aviation Legal Problems - Spring 2022**

MW 4:30 - 7:20 Rose State College, Room 202

#### **GENERAL INFORMATION**

Instructor: Dr. Smith (smith@se.edu)

Office:

Office Hours: M-Tu 1:00 - 4:00 PM; W-Th 1:00 - 3:00 PM; & by appointment.

Phone: 405-555-1212 (Cell) or 405-555-1212 (Home)

#### **PREREQUISITES**

List prerequisites

#### **COURSE OBJECTIVES**

List objectives

#### **TEXT**

**Required:** *Practical Aviation Law* by J. Scott Hamilton (Fifth Edition) (ISBN 9781560277637)

**Suggested:** *Practical Aviation Law Workbook*

#### **DROP POLICY**

#### **ATTENDANCE POLICY**

#### **CLASSROOM POLICY**

Insert your classroom etiquette here.

#### **MENTAL & EMOTIONAL HEALTH**

Any student experiencing mental or emotional issues who desires free, confidential, clinical counseling is encouraged to contact the SE Counseling Center at (580) 745-2988 to schedule an appointment during normal working hours Monday – Friday, 8:00 AM to 5:00 PM. For after hours mental health emergencies, please call SE Campus Police at (580) 745-2911 or the Mental Health Crisis Hotline at 1-(800) 522-1090.

#### **ACCESS**

Any student needing special accommodations due to a disability should contact the Coordinator of Student Disability Services, Student Union, Suite 204 or call (580) 745-2254 (TDD# 745-2704). It is the responsibility of each student to make an official request for accommodations to the Coordinator.

**GRADING PROCEDURES**

|                                    |                    |              |              |
|------------------------------------|--------------------|--------------|--------------|
| Exam I                             | 100 points         | 90-100% = A  | (900 - 1000) |
| Exam II                            | 100 points         | 80 - 89% = B | (800 - 899)  |
| Exam III                           | 100 points         | 70 - 79% = C | (700 - 799)  |
| Final Exam                         | 100 points         | 60 - 69% = D | (600 - 699)  |
| Quizzes & Assignments (8 X 40 pts) | 240 points         | 00 - 59% = F | (000 - 599)  |
| Term Paper                         | 360 points         |              |              |
| <b>Total Points Available</b>      | <b>1000 points</b> |              |              |

**GRADING**

**RESEARCH PAPER**

**Length:** 10 full type written pages, double spaced, 12 point type, with a 1 inch margin all around. In addition, a cover page and a references page in APA format must be included & **DO NOT** count toward the 10 required pages. If any picture, figures or graphs are included they must be pertinent to the topic and must be included in an appendix which **DOES NOT** count toward the 10 required pages.

**Plagiarism**

**DO NOT DO IT!** You may work in groups to research topics and I encourage you to have other students or friends proof read your papers, but **write your own papers!** At the very minimum all plagiarized papers will receive a grade of **ZERO!** Repeat offenders and egregious cases of plagiarism may result in dismissal from the ASI or even expulsion from the university, in accordance with the procedures in the *Student Code of Conduct* which can be found in the *Student Handbook* (<http://homepages.se.edu/student-life/student-handbook/>) and the *ASI Policies page* (<http://aviation.se.edu/>)

**SCHEDULE**

| Week | Date              | Work Due/Activities/Exams/Information | Chapter to Read           |
|------|-------------------|---------------------------------------|---------------------------|
| 1    | 14 January        |                                       | Introductions &           |
|      | 16 January        | <b>Quiz 1</b>                         | U.S. Constitution         |
| 2    | 21 January        |                                       | 1 Regulatory Agencies...  |
|      | 23 January        | <b>Topic for Paper Due</b>            | 2 FAA Enforcement         |
| 3    | <b>28 January</b> | <b>Quiz 3</b>                         | 2 FAA Enforcement         |
|      | 30 January        | <b>Exam 1</b>                         | 3 Aviation Medical Cases  |
| 4    | 4 February        | <b>Quiz 4</b>                         | 4 Principles of Liability |
|      | 6 February        | <b>Quiz 5</b>                         | 5 Org to Limit Liability  |
| 5    | 11 February       | <b>Quiz 6</b>                         | 6 Aviation Insurance      |
|      | 13 February       | <b>Exam 2</b>                         | 7 Exculpatory Contracts   |
| 6    | 18 February       | <b>Quiz 7</b>                         | 8 Airline Liability       |
|      | 20 February       | <b>Quiz 8</b>                         | 9 Government Liability    |
| 7    | 25 February       | <b>Exam 3</b>                         | 10 Accident Notification  |
|      | 27 February       | <b>Quiz 9</b>                         | 13 Airports & Airspace    |
| 8    | 4 March           | <b>Papers Due</b>                     | 13 Airports & Airspace    |
|      | 6 March           | <b>Final Exam</b>                     | Final                     |

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## Contacts & Phone Numbers

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### **Tinker AFB                    405-733-2210 or 580-745-2904 (New #)**

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SOSU Office  
72 FSS/FSDEV, Bldg. 201 SE  
7751 First St. Ste. 105  
Tinker AFB, OK 73145

Lori Rupert (lrupert@se.edu)  
OKC Site Director & Adjunct Faculty POC

Lara Bernhardt (lbernhardt@se.edu)  
Office Coordinator

#### **EMERGENCY**

Base Law Enforcement Desk  
405-734-3737

#### **WEATHER & CAMPUS CLOSING**

[www.news9.com/category/112030/weather](http://www.news9.com/category/112030/weather)  
[www.koco.com/weather/closings](http://www.koco.com/weather/closings)  
[kfor.com/weather/closings/](http://kfor.com/weather/closings/)  
[www.okcfox.com/weather](http://www.okcfox.com/weather)

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### **Rose State                    405-736-0222**

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Aviation Sciences Institute  
Rose State College - Community Learning Center  
6420 SE 15th St. Suite 200  
Midwest City, OK 73110

Lori Rupert (lrupert@se.edu)  
OKC Site Director & Adjunct Faculty POC

Lara Bernhardt (lbernhardt@se.edu)  
Office Coordinator

Dr. Angela Anderson (ananderson@se.edu)  
Dr. Michael Friday (mfriday@se.edu)

#### **EMERGENCY**

Campus Security Office (24 hour)  
405-733-7313  
Physical Plant (24 hour)  
405-733-7434

#### **WEATHER & CAMPUS CLOSING**

[www.news9.com/category/112030/weather](http://www.news9.com/category/112030/weather)  
[www.koco.com/weather/closings](http://www.koco.com/weather/closings)  
[kfor.com/weather/closings/](http://kfor.com/weather/closings/)  
[www.okcfox.com/weather](http://www.okcfox.com/weather)

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