



Aviation – Flight Management Program Handbook



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Coordinator Welcome

Welcome to Confederation College and the Aviation – Flight Management program.

Program Overview:

Welcome and thank you for choosing Confederation College's Aviation Flight Management Program! This is the Program Handbook but think of it more like a guide to your success.

This handbook contains information specifically applicable to the Confederation College School of Aviation Flight Management Program and will be used in conjunction with the Flight Training Operations Manual. The information contained in this handbook are non-regulatory in nature and shall, in no way, conflict or supersede any of the Canadian Aviation Regulations or Standards under which the Flight Training Unit Operator Certificate has been issued or the established policies of Confederation College. All persons involved in flight training shall follow the procedures contained in this handbook in the performance of their duties and in accordance with the Canadian Aviation Regulations and the Personnel Licensing and Training Standards. This handbook will be made available to all staff and students of the Flight Management Program.

We look forward to helping you achieve your career goals!

Stephane Therrien
Coordinator, Aviation – Flight Management



Coordinator Contact Information

Stephane Therrien

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Email: stherrie@confederationcollege.ca

1. Introduction

We want you to be successful in this program. You have chosen it for good reason, and we are excited to work with you to help you succeed.

We designed this handbook to help you understand the expectations of this program, the policies of the college, and the resources available to you.

We work hard to make sure the information in this handbook is accurate. If any changes occur through this school year, you will be notified by email. Be sure to check that you are reading the handbook for the year we are in.

This handbook is specific to your program, but there are other general college policies that you also need to be familiar with.

These can be found

- On the [College website](#)
- In the [New Student Guidebook](#)
- In the [SUCCI Student Handbook](#)

The SUCCI Student Handbook provides details regarding Student Services, Safety and Security, Student Rights and Responsibilities and more.

It is the responsibility of each student to review and comply with the content in this handbook.

If there are any questions or concerns regarding the content in this handbook, please contact:

Stephane Therrien, Program Coordinator

Email address: stherrie@confederationcollege.ca

Jessica Armstrong, Student Success Advisor

Email address: Jessica.Armstrong@confederationcollege.ca

We wish you all the best in your studies!

2. Program Credential and Courses

Aviation – Flight Management

2.5 -Year Advanced Diploma Program

The standard sequence of courses are as follows:

Semester 1		Semester 2	
AF 102	Flight Training for PPL	AF 200	Advanced Ground School
AF 103	Preparatory Ground Instruction	AF 203	Preparatory Ground Instruction II
AF 111	Ground School for Private Pilot Licence	AF 204	Applied Aviation Technology
AF 115	Aircraft Systems and Operations	AF 205	Pilot Decisions & Human Factors
CS 050	College Writing	AF 220	Winter Survival
GE	General Elective	AF 222	Flight Training for Private Pilot Licence (PPL)
MA136	Math and Physics for Aviation	AF 278	Health and Wellness for Aviation
Semester 3			
AF 316	Navigation and Cross Country Flying		
AF 350	Airmanship		
OL 848	Indigenous Identity in Relation to Land		
Semester 4		Semester 5	
CS 221	Professional Communications for Aviation	AF 505	The Business of Aviation
AF 408	Safety Management Systems (SMS) and Threat & Error Mgmt (TEM)	AF 506	Flight Training for CPL
AF 411	Ground School for Commercial Pilot Licence	AF 507	Crew Resource Management
AF 412	Engines and Systems	AF 514	Advanced Commercial Ground School
AF 413	Preparatory Ground Instruction III	AF 530	Advanced Aeronautics
AF 414	IFR Ground School	AF 540	Instructional Tech/Effective Leadership
AF 416	Flight Training for CPL	AF 578	Health and Wellness for Aviation II
AF 504	Air Carrier Operations		

DegreeWorks is a web-based assessment tool to assist you in tracking your progress throughout your program.

Note: Please check [Degree Works](#) for the most recent version of your programs' courses.

Aviation – Flight Management Advanced Diploma Planner

Course Planner Checklist

Name: _____ Student # _____

Full-Time Program Requirements	✓ have (Grade)
SEMESTER 1	
AF 102 Flight Training for PPL	
AF 103 Preparatory Ground Instruction	
AF 111 Ground School for Private Pilot Licence	
AF 115 Aircraft Systems and Operations	
CS 050 College Writing	
GE General Elective	
MA 136 Math and Physics for Aviation	
SEMESTER 2	
AF 200 Advanced Ground School	
AF 203 Preparatory Ground Instruction II	
AF 204 Applied Aviation Technology	
AF 205 Pilot Decisions & Human Factors	
AF 220 Winter Survival	
AF 222 Flight Training for Private Pilot Licence (PPL)	
AF 278 Health and Wellness for Aviation	
SEMESTER 3	
AF 316 Navigation and Cross Country Flying	
AF 350 Airmanship	
OL 848 Indigenous Identity in Relation to Land	

Full-Time Program Requirements	✓ have (Grade)
SEMESTER 4	
CS 221 Professional Communications for Aviation	
AF 408 Safety Management Systems (SMS) and Threat & Error Management (TEM)	
AF 411 Ground School for Commercial Pilot Licence	
AF 412 Engines and Systems	
AF 413 Preparatory Ground Instruction III	
AF 414 IFR Ground School	
AF 416 Flight Training for CPL	
AF 504 Air Carrier Operations	
SEMESTER 5	
AF 505 The Business of Aviation	
AF 506 Flight Training for CPL	
AF 507 Crew Resource Management	
AF 514 Advanced Commercial Ground School	
AF 530 Advanced Aeronautics	
AF 540 Instructional Tech/Effective Leadership	
AF 578 Health and Wellness for Aviation II	

DegreeWorks is a web-based assessment tool to assist you in tracking your progress throughout your program.

Note: Please check [Degree Works](#) for the most recent version of your programs' courses.

3. Class Guidelines

Our goal at Confederation College is to create open, inclusive, and respectful learning environments for everyone – students, professors, and staff. In order to maintain this kind of learning environment, we have created policies and procedures that outline the rights and responsibilities of students and professors.

Policies regarding Academic and Personal conduct are on the College website ([link provided](#)) and also on page 13 of this handbook. We expect all students to review and follow these policies.

Policies below are specific to the Aviation – Flight Management Program.

General Class Structure

The Aviation Flight Management program continues through three semesters during the academic year. Continuing straight through the summer semester allows students to graduate in the spring – thus a 21-month Diploma. Flying through the summer is necessary to ensure you meet the TC flight hour requirements. Ensure you are fully aware of the summer flying requirements and thoroughly review the syllabus to make certain you can meet the required benchmarks.

On the first day or two of a class your professors will inform you of specific class rules and provide you with a course outline. This outline will describe the course, outline your assignments, explain the grading system, and provide a class schedule with important dates and deadlines. Usually, this information is posted in Blackboard, so refer to it often to avoid missing any deadlines.

Professors will use your college email address and/or Blackboard as a means of communication.

It is your responsibility to check your college email regularly.

Classes are scheduled for 50 minutes with 10 minute breaks between classes. Professors will provide instructions for breaks in labs.

Summer Break

There is no scheduled summer break during the Aviation Flight Management program.

Scheduling Requests are available in Dispatch and should be completed and submitted to the DI or the FOSS. Scheduling Requests are monitored and are kept on file for reference in the event a student falls behind in flying hours.

Student Dress and Department

Cold Weather Dress:

It is imperative that all pilots be prepared for the elements if they encounter a situation resulting in exposure to extreme cold ambient temperatures and inclement weather conditions for extended periods of time.

Policy:

At a minimum, for pilots participating in flights where the temperature is forecast to be 0 degrees Celsius or colder two hours beyond the proposed arrival time (or longer at the DI's discretion), the following must be carried on board by each person:

- A toque/hat that covers the ears;
- Insulated mitts or gloves;
- Insulated boots (may be worn or carried);
- A jacket rated for the forecast temperature or suitable layers to create the temperature rating; and
- Thermal undergarments or insulated pants.

Students not meeting the criteria for a cold weather dispatch will have their flights cancelled.

Warm Weather Dress:

Students are required to follow the College dress code at all times. Closed toe shoes are required to be worn for all flights and dispatch shifts. Please use good judgement when dressing to fly or work a dispatch shift.

Personal Hygiene and Grooming

In consideration for other students and staff good personal hygiene and grooming are a requirement for the flight program. Due to the nature of training being conducted and the small spaces in which it can take place, all persons involved will consider the effects of the following on others:

- Regular bathing;
- Cleanliness of clothing;
- Oral hygiene;
- Smoking;
- Culinary odours; and
- Personal fragrances: we are a scent free environment. Please see the College Policy.

4. Operations

Standard Check-in Procedures

It is essential that aircraft take off and land in a timely matter to ensure the schedule does not get delayed, weather aside, of course.

On the day of a scheduled training event, students shall complete the tasks below in the following order prior to the required meeting time with their Instructor or the Duty instructor if participating in a solo or dual lesson. Note that all flights are required to be preceded by a PreFlight Briefing. This is a regulatory requirement and is, therefore, not optional. The block of time needed to complete pre and post flight requirements will be included in the scheduled booking on Flight Schedule Pro and students must check in at the start of that booking. Students planning cross country trips will require more preparation for flight and are expected to plan accordingly.

Procedure:

- Review Bulletins, Safety Alerts, NOTFMSS, and SOP Notices and initial the appropriate binder(s) as required
- Preparation shall include, at a minimum, the following:
 - Lesson information readily available. Student shall be prepared to provide content of the lesson and proposed plan for how it will be flown – direction, nav aids, airports, altitude, etc.;
 - Weight and Balance, performance calculations and Planning Logs for the proposed flight(s). These will be completed for both aircraft and simulator lessons even if the weather appears to be unfavourable;
 - Appropriate charges and materials for the proposed lesson readily available (i.e. proof of payment at Hub for a flight test);
 - Weather and operational information organized on the briefing room computer or other suitable device; and
 - Pilot Training Record and Pilot Logbook readily available for review.

Students not ready to commence briefings at the specified times above may be deemed unprepared and risk cancellation of the flight.

5. Program Expectations

Attendance / Participation / Missed Tests & Assignments

Success is directly related to attendance. It is expected that students attend all classes. Absences for legitimate and documentable reasons do occur but your Professors need to be made aware – prior to the absence where possible.

Legitimate and documentable reasons for missing class need to be discussed with your Professor. Examples include the following:

1. Health issues
2. Court summons or jury duty
3. Death of an immediate family member

Missed tests/exams/quizzes without a legitimate reason will receive a grade of zero (0) at the discretion of the professor.

A student who misses scheduled classes in any core aviation course (AF) for any reason may be given a flight occurrence. The CFI may exercise discretion in any of the following administrative measures or other measures as required on a case-by-case basis:

- Assignment of monitored self-study to cover the missed material;
- Assignment of supplemental work to confirm understanding of missed material;
- Placement on Learning Contract;
- Placement on Academic Probation.

The flight program includes the classroom delivery of Transport Canada mandated information that a student must be taught prior to flight instruction called Preparatory Ground Instruction (PGI). PGIs are required attendance.

During a PGI, all students will ensure complete understanding of the information being delivered. Any student who displays inappropriate behaviour or inattention during a PGI may be asked to leave and may be given a flight occurrence at the discretion of the professor. If removed from a PGI, the student may also be removed from the flight line until such time that the student has made up the PGI class.

Teamwork

Students can be expected to work in pairs or groups in the labs. Professors may choose the pairs or groups depending on the situation.

Individual students are expected to be full participants in, and contributors to, each group-based evaluation within the program coursework.

Guidelines will be provided outlining the requirements of group work by your professor.

Course Load Requirements

A student enrolled in the Aviation Flight Management program must carry a full-time course load. There is no flexibility in this requirement. Please see the Student Success Advisor if you have previous credits that could reduce the number of courses you may be required to take in a given semester. The Student Success Advisor can ensure that a reduced course load still meets the requirement of full-time status.

A student enrolled in the Aviation Flight Management program is required to take all courses in the semester during which they are scheduled. The only exception to this requirement is if a student comes into the program with non-core courses already completed in which case the student may not be required to take a particular course (for example, CS 050). Students are required to take all core (AF) courses each semester.

AF412, may be deemed completed for a graduate of the Confederation College Aircraft Technician – Aircraft Maintenance program.

Grades

Academic performance standards related to grades are as detailed below:

- All core aviation courses (AF) require a minimum grade of 70% (B) to pass. Some courses have additional requirements specified in the individual Course Outline;
- MA 136 "Math and Physics for Aviation" requires 60% to pass (C); and
- All other general education courses require a minimum grade of 50% (D) to pass.

In addition to the required grades above, a student is required to achieve the following to be promoted to the next semester:

- Performance and rate of progression in flight training are both satisfactory;
- Flight performance benchmarks must have been achieved (for example: solo flight at 15.4 dual hours)
- Semester benchmarks are listed in the syllabus and course outlines.

If a student has not met the flying benchmarks required in a given semester, a review of the student's progress will be triggered to determine continuance/non-continuance status.

Professionalism and In-class Behaviour

- **Conduct yourself as a professional.** This includes your emails and interactions in the classroom and labs with faculty and classmates. Address your colleagues and teachers with respect both online and in-person.
- **Food & Drink in class.** Food is not allowed in the classroom. Drinks are allowed. Dispose of your own garbage and clean up any messes. Professors will provide instructions for labs.

- **Turn off your cell phone in class.** If you must answer a call, leave the classroom quietly so you do not disturb the class.
- **Focus on what's happening in class.** Talking to classmates while the professor is speaking is considered disrespectful and disruptive.
- **Arrive on time to class.** Remember 95% attendance requirement. Professors may lock the door once class starts. If you need to leave the class early, try to leave at a break and explain to your professor why you need to leave.
- **Ask for help when you need it.** We have many supports available to all students to help them be successful.
- **Participate during the class.** Students are encouraged to pay attention, take notes, participate in classroom.
- **Recording of lectures.** There will be no recording of lectures, unless provided through a student accommodation plan.
- **Pictures in class.** Students are not permitted to take pictures of the lessons during class.
- **Podium equipment.** Students are not permitted to use the podium equipment unless it is authorized as part of a student presentation for class.

Additional expectations:

- **Have reasonable expectations regarding email/telephone response times.** Messages sent at late hours or on weekends will not be responded to until appropriate working hours.
- **Leave clear messages.** When leaving messages for professors, always (and clearly) include your full name, contact information, and specific class, as well as your question or concern.
- **Keep track of appointments.** If you schedule a meeting outside of class time with your professor, be sure to add it to your calendar and attend. If you cannot make an appointment, contact your professor beforehand to let him/her know you will not be showing up.
- **Know the start date and end date of each semester, as well as dates for any holidays or breaks.** (All relevant dates are identified in your SUCCI Student Handbook.) Early departure at the semester's end, or other scheduled vacation during the academic semester is not considered as an 'extraordinary circumstance.' You will NOT be granted permission to write tests or exams earlier or later to accommodate this.

6. Academic Policies

Students should familiarize themselves with the following College policies:

Charter of Students' Rights & Responsibilities: Ch5-s5-03

Course Evaluation and Grading Policy: Ch5-s1-01

Student Code of Conduct: Ch5-s5-02

Academic Integrity: Ch5-s5-01 (Sign-off Required, see page 14)

Use of Electronic Devices in Class: Ch5-s5-06

Academic Appeal Policy: Ch5-s1-02

A complete list of Confederation College Policies and Procedures can be found on the website, or accessed through the link below:

[Link to main Academic Policies and Procedures webpage](#)

Academic Integrity

Purpose: Academic integrity is central to the mission of Confederation College. Commitment to academic integrity supports the mutual respect and learning that our community values. The Academic Integrity Policy and Procedure reflect these values.

Scope: Applies to all students and staff to guide behavior and support learning.

Academic Integrity: Having academic integrity means acting fairly and honestly when engaging in academic activities. By having and applying an Academic Integrity Policy and Procedure, Confederation College ensures graduates complete their studies fairly and honestly through hard work and dedication, and thus are well-prepared for their future careers.

Definition of Academic Dishonesty: A violation of academic integrity. Academic dishonesty takes the form of any kind of cheating in academic work, including taking credit for the work of others without crediting them, misrepresenting one's own work, fabricating information, and facilitating academic dishonesty by others.

Examples of academic dishonesty include, but are not limited to, the following:

- Plagiarism: representing the words or ideas of someone else as one's own including copy and pasting from internet, as well as failing to attribute any of the following: quotations, paraphrases, or borrowed information.
- Unauthorized use of artificial intelligence: utilizing AI and specifically foundational models to create writing, computer code, or images from minimal human prompting and presenting that work as one's own is an academic offense. There will be times when you are able to utilize generative artificial intelligence for productive and ethical academic use, but these instances will be guided and introduced by your faculty as part of your learning.
- Cheating: using or attempting to use unauthorized information or materials in any academic exercise; copying from one's own or someone else's work; representing someone else's work as one's own; or violating rules and policies governing examinations, such as bringing pre-written work into an in-class examination or talking during examination or accessing information via the internet.
- Fabrication: inventing or falsifying data, citations, or information.
- Facilitating academic dishonesty: intentionally helping or trying to help someone else commit an act of academic dishonesty.

Consequences: Violations may result in failing grades, suspension, or expulsion. Violation may also entail being recorded in the online tracking tool.

Procedure for Students:

- Read and become familiar with College policy and faculty expectations regarding academic integrity, as stated in the course outline.
- Seek clarification of principles and practices of academic integrity from the faculty and/or other academic resources, such as librarians, tutors, or the writing center, before completing assignments or attempting examinations.
- Cooperate with faculty if issues of Academic Dishonesty arise.

Academic Integrity Sign-off

Sign-off shows acknowledgment of your commitment to uphold academic integrity and understanding of the consequences for academic dishonesty, including specific examples provided.

I, _____ (print full name), have read and understand the **Academic Integrity information and policy** contained in the Aviation – Flight Management Program Handbook.

Signature: _____ Date: _____

7. Resources and Support Services

Writing Centre

<https://www.confederationcollege.ca/department/tutoring/writing-centre>

Student Success Centre

<https://www.confederationcollege.ca/department/student-success-centre>

Degree Works

<https://www.confederationcollege.ca/department/registration/degreeworks>

Academic Date Calendar

<https://www.confederationcollege.ca/department/admissions/registration-services>

8. Contact Information

Program Coordinator:

Stephane Therrien

Ph: 807-475-6642

Email: stherrie@confederationcollege.ca

Student Success Advisor:

Jessica Armstrong

Ph: 807-474-2018

Email: Jessica.Armstrong@confederationcollege.ca

Associate Dean:

Matt Bunn

Ph: 807-473-3746

Email: mbunn@confederationc.on.ca

Distance Education:

Email: de@confederationcollege.ca

9. Student Agreement/Acknowledgement

Please complete the following steps to confirm your seat in the program:

- Submit a signed copy or picture of your **Transport Canada Category 1 Medical Certificate**.
(Deadline: August 19, 2025)
 - **Contact the Coordinator if you have concerns about meeting this deadline. Failure to do so jeopardizes your seat in this program.**
- Submit a signed copy of the **Academic Integrity acknowledgement** sign-off (page 15).
Deadline: approximately 2 weeks prior to start of class, an exact date will be communicated to you.
- Submit a signed copy of the **Student Agreement acknowledgement** sign-off (page 17).
Deadline: approximately 2 weeks prior to start of class, an exact date will be communicated to you.
- Bring **ORIGINAL** proof of Canadian Citizenship at the start of Semester 1.
Copies not accepted.
 - **Acceptable documents:** Citizenship Certificate, Passport, Canadian Birth or Baptismal Certificate, or Permanent Resident Card.

Please send all information to the program coordinator flight@confederationcollege.ca

Looking forward to meeting you at our orientation in September!

By signing below, I acknowledge I have read and understood the contents of the Aviation Flight Management Program Handbook.

Name (print)

Signature

Date