

**Chapter 4
Flight Instructors**

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Employee Conduct

Morale is a critical component of the Bridgewater State College Aviation Program, and personnel are encouraged and expected to participate actively to maintain morale at a high level. Bridgewater State College CFIs or other personnel shall not discuss any matter concerning Operations business or student performance issues with anyone except other Bridgewater State College Aviation personnel who have a specific interest in that student's performance.

Any such discussions must be conducted in such a manner as to ensure privacy and the dignity of the student. Any CFI or other personnel known to speak negatively in the presence of any student or other customer, or prospective customer, about students, personnel, equipment or operational policy may be subject to disciplinary action.

Conduct Violations

Most employees conduct themselves in an appropriate and professional manner, but in rare instances certain behavior is unacceptable and cannot be tolerated. In such a situation an employee may face immediate termination of their employment. Violations of Bridgewater State College Aviation Program employee conduct standards include, but are not limited to:

- ⊕ Disregard for safety procedures or regulations.
- ⊕ Failure to report an incident/accident during a work period.
- ⊕ Theft, dishonesty, or falsification of records (includes pay records).
- ⊕ Providing access codes (e.g. computer, telephone, copier) to unauthorized persons.
- ⊕ Providing confidential information without proper approval.
- ⊕ Misuse, abuse, or unauthorized personal use of College property or equipment.
- ⊕ Violation of Drug and Alcohol policy.
- ⊕ Disrespectful behavior directed at a customer, other employee(s), or insubordination (refusing to perform assigned duties, work assigned hours, or intentional failure to follow a supervisor's direction(s)).
- ⊕ Sexual or other illegal harassment, or fighting.
- ⊕ Possession of a weapon or other potentially harmful object not required for job duties.

Instructor Conduct

The impact of a CFI's behavior on a student's attitude toward his/her training cannot be overstated. BSC CFIs are expected to demonstrate a personable, knowledgeable, and professional demeanor during all interactions with BSC internal and external customers. They are expected to look, act, speak, and perform at a level that reflects credit on themselves and on the College. Instructors shall avoid distracting personal habits (e.g. poor or slang language, unkempt appearance, or expression of personal prejudices) when conducting instructional activities.

Instructor Evaluation

Bridgewater State College flight instructors will be periodically evaluated on the performance of their duties and the manner in which such duties are performed. Evaluation parameters shall include:

Position Responsibilities

- ⊕ **Knowledge:** Demonstrates instructional level knowledge of FAA and BSC policies and procedures relevant to flight instruction. Understands job responsibilities, and how position interacts with and supports the overall College mission.
- ⊖ **Training:** Provides flight and ground instruction to enrolled students. Maintains personal currency and recency so as to demonstrate piloting skills at the instructional level or higher (as defined by FAA Practical Test Standards and BSC policies and procedures).
- ⊕ **Training Records:** Maintains current and accurate personal and student training records. Submits all required records in complete and timely fashion.

Professional Skills

- ⊕ **Attitude:** Interacts with others in a positive, enthusiastic and professional manner.
- ⊕ **Initiative:** Proactively assists other students or staff, and seeks to improve his/her own knowledge and performance.
- ⊖ **Efficiency:** Maximizes equipment and student training time. Completes events within the scheduled training period. Anticipates and manages student training to minimize delays and maintain steady forward progress in the training course.
- ⊕ **Pass Rate:** Instructors' stage and FAA Practical Test pass rate meets or exceeds 80% (first-time pass on both oral and flight portion of event)

General Skills

- ⊖ **Customer Service:** Speaks, writes, and presents effectively. Listens well and clarifies questions. Demonstrates pleasant interaction with internal and external customers. Provides a positive teaching and learning environment.
- ⊕ **Leadership:** Proactively and constructively addresses problems, offers solutions, and works to improve the overall quality of BSC aviation training. Is aware of, and sensitive to, the needs of others. Is goal oriented and assumes responsibility/accountability for own work.
- ⊕ **Teamwork:** Assists others (students/staff) when able to achieve individual and group goals and objectives. Keeps appropriate personnel informed of relevant issues/project status. Considers multiple aspects of an issue, and maintains cooperative and effective professional relationships.

NOTE

Although the CFI role as an instructional provider encompasses more than a pass rate equation, the FAA determines quality of training (*and therefore a program's viability*) by evaluating factors that include but are not limited to the pass rate of the overall training program. This is effected by each and every student's performance during stage checks and practical tests. Instructors are expected to work diligently to ensure their student(s) are exceptionally well prepared for both knowledge and flight test elements for all stage checks and practical tests. Student performance is the CFI's responsibility.

If a Bridgewater State College CFI's pass rate falls below 80%, the CFI will meet with the Chief Flight Instructor to discuss the deficiency. The CFI is expected to arrive for this meeting prepared with an analysis of his/her students' stage check performance and means of improving on same through improved training techniques. The CFI and Chief Pilot will develop a plan of action for improving the CFI's training methods and stage check results. The plan of action may include but not be limited to review ground, AATD, and/or flight training.

If, after receiving assistance from the Chief Flight Instructor or his/her designee the CFI's pass rate remains below 80% after additional stage check attempts, the CFI may be subject to termination.

Fraternization

Bridgewater State College Aviation discourages fraternization between students and their CFIs. The following policies apply to CFI/student relationships:

- ✦ Dating is prohibited between students and CFIs who serve as that student's primary instructor or check instructor during a course of training.
- ✦ Dating relationships between students and a CFI are prohibited when such a relationship could place the student, the CFI, or both in a compromising position that would reflect unfavorably upon the individuals concerned and/or Bridgewater State College.

Bridgewater State College Aviation fraternization policy is not meant to prohibit CFIs and students from interacting outside the professional environment. Students and CFIs are encouraged to conduct meetings over meals or attend other social events (e.g. cookouts, ballgame, movie, etc.) to develop positive relationships.

Meetings

Aviation Operations Safety Meetings will be scheduled once per month. Attendance is mandatory. Additional meetings may be scheduled as needed and participants will be notified as far in advance as is practicable. As a matter of professional courtesy any participant not able to attend a meeting is required to notify the Administrative Assistant well in advance, and shall contact the Chief Flight Instructor as soon as possible to receive a briefing on the material covered in the meeting.

Terminating Employment

Bridgewater State College CFIs are hired for an employment period of 12 months. When an instructor approaches his/her employment period ending point, he/she will need to inform the College of his/her employment plans. A minimum two (2) weeks notice is required if the CFI intends to terminate employment. The first priority becomes the smooth training transition of that CFIs' student(s) so that no interruption occurs.

- ✦ Departing CFIs must first meet with the Chief Flight Instructor to reassign any students assigned to the instructor.

NOTE

Failure to provide written two (2) week notice or properly terminate employment will result in the instructor not receiving an employment recommendation from the Chief Flight Instructor, and ineligibility for re-hire as a Bridgewater State College CFI.

For a CFI intending to leave employment with the College, a written letter of resignation (including departure date) shall be submitted to the Chief Flight Instructor, and a copy provided to the Human Resources Office, Boyden Hall.

On the final day of employment, the CFI must visit the Human Resources Office and complete out-processing information. Departing CFIs must turn in the following items:

- ✦ Bridgewater State College employee ID badge.
- ✦ Any other property of Bridgewater State College (keys, uniform shirt/jacket, if applicable, etc.). A Human Resources staff member must sign the packet in the appropriate areas to indicate this step has been completed.

CFI Flight Proficiency

Bridgewater State College CFIs are expected to maintain their flight proficiency during their employment. The College will assist its instructors in maintaining this standard as follows:

- ✦ Each CFI is required to complete two (2) hours of AATD time per month. The training shall be logged in the CFI's logbook and verified by the Simulator Coordinator.
- ✦ CFI AATD time will be scheduled on a space available basis only. Instructors are reminded to budget their time and allow for completion of the required (2) hours before month end.
- ✦ The CFI must ensure that the flight invoice is marked "STD OPS" and the flight invoice is given to the Dispatcher.
- ✦ Instructors needing review training for flight in actual IMC, night currency, etc. must make the request with the Chief Flight Instructor. Prior approval of the Chief Flight Instructor is required for any non-student training flight.
- ✦ All proficiency/currency flights conducted in BSC equipment outside of the allotted two (2) hours AATD time are to be accomplished in an efficient and timely manner in accordance with the requirements of the mission (e.g. a night currency flight is expected to be conducted in the local traffic pattern and with the minimum number of landings consistent with FAR requirements and a safe level of pilot proficiency).

Reports

Bridgewater State College Aviation management staff require various reports to monitor and support the Aviation Program. The following reports will be due from Operations:

Flight Operations Monthly Performance

The Manager of Aviation Affairs will compile, complete and meet with the Chief Flight Instructor to review the following monthly reports on or before the 6th of each month: Student-to-instructor ratio, stage-check pass rates, FAA Check ride pass rates, average weeks-to-complete per course, and average hour-to-complete per course.

Student Monthly Performance

The Manager of Aviation Affairs will compile, complete and meet with the Chief Flight Instructor to review the following reports on or before the 6th of each month: Student current-to-projected hours in course, hours-to-lesson completion ratio, stage check pass/fail trend overall and in course.

Flight Instructor Days Off

The Chief Flight Instructor will ensure an even scheduling of CFIs. The Chief Flight Instructor will submit the Days Off form to the Administrative Assistant, who will update and distribute it to the CFIs and post it in the Records room.

Student Management

Each CFI is responsible for managing, tracking and recording their students' progress in any of the courses for which the students are training. CFIs are expected to be familiar with their students' academic schedule, know when the student is taking an FAA Knowledge Test, on a leave of absence, grounded, and when/why they have been reassigned to a different instructor.

Flight Instructors shall meet with the Chief Flight Instructor or his/her designee at least once each week to verify the following:

- ⊕ Each student's position in the syllabus relative to the expected course completion date.
- ⊕ Currency, accuracy, and appearance of students' training record.
- ⊕ Any training issues that could or are impacting student progress.

Event Scheduling

BSC flight scheduling utilizes an electronic scheduling program to provide maximum utility for students, instructors, and administrative support staff. The service permits Flight Operations to construct a static schedule and take advantage of openings rapidly to help students stay on track. Students will be scheduled for a minimum three (3) events per week, and have the option to schedule additional events as instructor/student/equipment availability allows.

NOTE

Flight schedules are to be viewed in the same manner as a student's class schedule. Attendance is mandatory. Failure to adhere to or attempts to modify the established schedule (other than to add to already established event times) outside of proper scheduling procedure will result in the student being grounded and referred to the Chief Flight Instructor and/or Manager of Aviation Affairs.

Events are scheduled based on the CFI's request for equipment within the standing period. Although the equipment (aircraft, AATD, or ground training) may change, the scheduled event time will remain static. Bridgewater State College CFIs are responsible for requesting the proper equipment to conduct the training event. Requests for equipment should be made 24 hours in advance to ensure accuracy. Planning too far ahead or not updating a request brings the same results of improper equipment, poor customer service and slowed student progress.

Dispatch will process schedule requests and establish the event schedule in accordance with the available information.

During normal business hours, Dispatch will monitor and adjust the schedule as necessary. Instructors requesting changes to regularly scheduled events must make the request in person with Dispatch and provide justification for altering the student's established schedule.

Additional training activities are encouraged whenever an opportunity is available to advance a student's progress. Additional events may be scheduled whenever there is a match with CFI/student/equipment availability. All flight/AATD activities scheduled for the current day have priority over any additional activity.

CFIs unable to work due to illness must contact Dispatch immediately. Dispatch will attempt to locate and assign another CFI and hold the event as scheduled. If Dispatch cannot assign a different CFI for the event, Dispatch will notify the student immediately via phone, email, and/or text. If a different CFI is assigned, the student will likewise be notified prior to his/her event. CFIs may arrange their own substitute, but **MUST** notify Dispatch and the effected student of the change in advance of the scheduled event.

Student Enrollment

When a student is paired with a CFI, the CFI shall verify the student is properly enrolled in the appropriate course, and determine that the student is training either under FAR Part 141 or 61. The CFI shall confer with the Chief Flight Instructor to verify the student's proper training format.

Students enrolled in Part 141 training shall receive an enrollment certificate prior to initiating training in the respective ground or flight course.

1. An original enrollment certificate (flight) will be generated by the Administrative Assistant and signed by the Chief Flight Instructor at the start of each course of ground and/or flight training.
2. The CFI shall verify that the student is properly enrolled in the appropriate course with the correct enrollment date.
3. The CFI is responsible for placing a copy of the signed enrollment certificate in the student's flight training folder, and for providing the student with the signed original certificate.

NOTE

All Part 141 courses begin on the first day of ground school. Flight training folders shall reflect this date as the date of enrollment in the course.

Student Events on A CFI Day Off

Bridgewater State College CFIs shall personally contact their student if that student is scheduled for a solo or dual training event on a CFI's scheduled day off. The CFI remains responsible for ensuring that the student's event was conducted, and for knowing the outcome of the event.

Scheduling Stage Checks

All lessons must be completed in the stage for the student to be eligible for the corresponding stage check.

Due to the amount of time required for the oral and flight portions of a stage check, students may be required to complete the elements on separate days.

The CFI will submit a stage check request through Dispatch.

NOTE

Instructors are NOT to schedule their student's own stage checks by contacting a Check Instructor directly and bypassing Dispatch.

NOTE

Students are NOT permitted to schedule their own stage checks or FAA practical tests.

Scheduling FAA Practical Tests

Students cannot be scheduled for a FAA Practical Test until they have successfully completed the appropriate course of training and the course End-of-Course (EOC) stage check.

The Check Instructor who conducts the EOC stage check is responsible for submitting the student's training record packet for auditing *immediately* upon successful completion of the EOC stage check. Folder packets will be submitted to the Administrative Assistant. After the audit is complete, the packet and folder will be given to the Chief Flight Instructor for final review and scheduling.

EOC Check Instructors submitting packets after the EOC stage check shall include the following contents in the packet:

- ⊕ Student training record
- ⊕ Paper 8710 printed from the completed IACRA online record
- ⊕ Original FAA knowledge test results (as applicable)
- ⊕ Copy of student's logbook showing the appropriate, current, legible endorsements, and the necessary entries that show the student meets the FAA aeronautical experience requirements for the appropriate certificate or rating sought.

Check Instructor Responsibilities

Check Instructors shall ensure that the above items are submitted and are accurate and complete. Any questions regarding the accuracy or completeness of content should be addressed with the Chief Flight Instructor *before* the stage check is allowed to begin or immediately upon submission of the training packet.

When this package is approved for practical test scheduling, the Chief Flight Instructor will contact Dispatch with a request to schedule an FAA practical test.

Instructors and students are not permitted to request specific examiners, unless a student has failed a previous Practical Test with the examiner in question. In this case, the student may request that he/she not be scheduled with that Designated Pilot Examiner (DPE) for the next Practical Test, but no guarantee of meeting this request is implied, nor should it be assumed. Any such request must be made with the Chief Flight Instructor *prior* to the submission of the application for that Practical Test. Such requests may delay scheduling of the Practical Test.

NOTE

Bridgewater State College CFIs are responsible for ensuring that their student receives and confirms notification of the FAA Practical Test date and time.

Student Review Training (Flight or AATD)

Review flight or AATD activity outside the regular TCO should be the exception. Instructors are expected to train their student to standard on every event. Doing so provides the proper learning progression, instills student confidence based on demonstrated competence, and upholds instructor (and therefore Bridgewater State College Aviation) integrity. The following instances may warrant a review flight/AATD activity:

- ⊕ After a Stage Check grade of Incomplete for failing to meet completion standards.
- ⊕ If the student requests a review flight. The CFI shall first discuss this situation with the Chief Flight Instructor before the request may be approved.

CFIs must submit a completed and signed Training Progress Update form to the Chief Flight Instructor detailing the nature of the request and justification for same (i.e. “student requests review flight” will not be accepted as sufficient explanation).

Dispatch must receive the signed TPU before a review flight can be scheduled.

Student Pilots on Solo Flights

Prior to release for any solo flight event, the student's CFI shall ensure that the student has reviewed, is familiar with, and understands the applicable sections of this Aviation Operations Manual and Safety Procedures and Practices contained therein.

Bridgewater State College CFIs shall ensure that the student has the correctly endorsed certificate, that all applicable endorsements and the certificate are current and valid, that the student has their properly endorsed logbook in their possession, and that the student is aware of and understands any limitations placed on his/her flight(s) by the authorized instructor.

Student Pilots (Pre-Private) conducting solo flight shall have the following in their possession during solo flight operations: properly endorsed current Student Pilot Certificate, valid FAA Medical Certificate, valid government issued ID, and a current, properly endorsed logbook (including any limitations per 14 CFR 61.89).

NOTE

For all pre-Private solo events, the CFI endorsing the student for the event shall be present at Flight Operations for the student's pre-flight brief, departure, arrival, and post-flight briefing.

CFI Endorsement Responsibilities

A Bridgewater State College CFI may not endorse any Bridgewater State College student for a check ride unless all course requirements have been met for that certificate/rating. Deviation from the approved TCO requires approval from the Chief Flight Instructor.

Bridgewater State College CFIs shall follow the approved training course outline (TCO) for each student, and ensure:

- ⊕ Currency of a student's Medical Certificate and Student Pilot Certificate, if applicable.
- ⊕ Currency of student's FAA Pilot Certificate (per 14 CFR Part 61.56 Flight Review) and/or validity of a temporary certificate.
- ⊕ Proper cross country time and distance requirements for each course of training.
- ⊕ Proper logbook endorsements, as appropriate.
- ⊕ Logbook endorsement for each lesson in which instruction is given (to include a brief description of the content of each lesson).
- ⊕ Integrity of all flight experience/training requirements as recorded in the student's logbook.
- ⊕ Integrity of all information provided on the student's certificate and/or rating application.

NOTE

Bridgewater State College CFIs shall endorse the student's logbook immediately following the activity per 14 CFR Part 61.51(h) and 61.189.

CFIs are NOT to endorse an improperly completed logbook.

Student Training Difficulties

A student is considered to be experiencing a training difficulty if any of the following occur:

- ⊕ Two or more incomplete lessons within any stage of training.
- ⊖ A stage check graded incomplete for failure to meet completion standards.
- ⊖ An unsatisfactory FAA Practical Test (oral or flight).
- ⊕ Exceeding flight hours markers for a course of training.

The following guidelines shall be used if a student develops training difficulties during training:

- ⊖ A Student Training Update shall be completed and submitted to the Chief Flight Instructor by the student's CFI. The CFI will propose a plan of action for addressing the student's training issue, and set a target date for completion of the plan.
- ⊕ The Chief Flight Instructor will meet with the CFI and student to review and refine the plan of action, as appropriate.

Possible courses of action may include but not be limited to:

- ⊕ Additional dual lesson for the student to complete the lesson, including flight hour limitations.
- ⊕ Student observation of one or more lessons to observe and review with his/her CFI, as appropriate.
- ⊕ Chief Flight Instructor (or his/her designee) observation of the student's next scheduled training event, as appropriate.
- ⊕ Lesson or evaluation event (flight/AATD) with the student conducted by the Chief Flight Instructor or his/her designee. If conducted in a four-place aircraft, the student's CFI will backseat the flight. If conducted in a two-place aircraft, the student's CFI will be debriefed after the event, in person if possible.
- ⊕ Groundwork assigned with the primary CFI or a different instructor.
- ⊖ Change of CFI.

If it is determined that student is or is likely to experience training difficulties for lack of the necessary prerequisite level of knowledge and/or proficiency for the course of training in which he/she is enrolled, the CFI shall cease training and inform the Chief Flight Instructor, who will then meet with the CFI and the student. Courses of action in such a situation could include but not be limited to:

- ⊕ Assign ground and/or flight observation events.
- ⊕ Assignment of additional flight time (specified by flight hours and completion target date) to attain the prerequisite skill/proficiency level.
- ⊕ Scheduled study activities.

Students shall be advised that this course of action may increase course cost and completion time. A Training Progress Update shall be completed to indicate the results of the meeting.

Enrollment Credit

Bridgewater State College may elect to issue training credit to a student enrolling in a 14 CFR Part 141 training course.

1. The Chief Flight Instructor will review the student's logbook to determine the amount of credit permitted for prior experience.
2. The student must complete and pass a Part 141 evaluation, oral, or flight, or both, and the results recorded in the student's training folder.
3. Students transferring from a Part 61 program may be credited not more than 25% of Bridgewater State College's curriculum requirements based on previous experience and knowledge. A maximum of 50% course credit may be transferred from one Part 141 certificated school to Bridgewater State College per 14 CFR 141.77. The Chief Flight Instructor will issue the approved credit and note the credit on the student's Flight Training Record, page one and page two.
4. The student's CFI then commences the student's training based on the approved credit.

Standardization Flights

The following procedures shall be followed for scheduling and conducting standardization flights:

- ⊕ The Chief Flight Instructor must approve all standardization flight before they are scheduled.
- ⊕ The standardization flight shall be conducted in the minimum time necessary. Standardization candidates are expected to arrive prepared with a plan of action and lesson sequence, but be flexible and prepared for changes to their proposed plan.
- ⊕ Following the flight, the candidate shall be briefed on the results and areas of strength or weakness, where appropriate. If deficient areas are found, the candidate will discuss these areas with the Chief Flight Instructor and determine a plan of action for correcting these areas, to include (but not be limited to) additional flight(s) or AATD time to improve the candidate's skill or deficiency.
- ⊕ Disciplinary action may result should a standardization candidate be found to be seriously deficient due to lack of knowledge or preparedness in the required knowledge and skill areas. *Candidates may be required to reimburse the College for the expense of additional training in the event of a failed standardization flight.*
- ⊕ All flights shall be approved by the Chief Flight Instructor and scheduled through Dispatch via a Standardization Event request form.
- ⊕ Upon completion of the flight, all paperwork will be submitted to the Administrative Assistant for filing in the candidate's Part 141 file.

NOTE

Check Instructors conducting standardization flights shall ensure that the candidate is eligible for the flight, that the flight is conducted in minimum time, and all required paperwork is completed and submitted in an accurate and timely manner.

Training Guidelines

In the event that a student exceeds the flight training time allocation provided for a particular course of training, the student's CFI shall follow the guidelines listed below:

Private Pilot Certification Course:

- ⊕ Student is projected to exceed 15 hours flight training time without soloing: The student and student's CFI meet with the Chief Flight Instructor or his/her designee for a ground evaluation.
- ⊕ Student is projected to exceed 20 hours flight training time without soloing: The Chief Flight Instructor or his/her designee conducts a flight evaluation. A CFI change becomes an option. Manager of Aviation Affairs is informed of situation.
- ⊕ Student is projected to exceed 25 hours flight training time without soloing: Ground and/or flight evaluation conducted by the Chief Flight Instructor or his/her designee, followed by a debriefing with the student, Chief Flight Instructor, and Manager of Aviation Affairs to determine whether to continue training.
- ⊕ Student is projected to exceed 50 hours flight training time without passing end-of-course stage check: Student and student's CFI meet with the Chief Flight Instructor or his/her designee for a ground evaluation.
- ⊕ Student is projected to exceed 55 hours flight training time without passing end-of-course stage check: Meeting with the student, the Chief Flight Instructor, and Manager of Aviation Affairs to determine whether to continue training.

Instrument Rating Course:

Stage 1

- ⊕ Student is projected to exceed 15 hours of flight/AATD training time without completing stage I check: The student and student's CFI meet with the Chief Flight Instructor or his/her designee for a ground evaluation.
- ⊕ Student is projected to exceed 18 hours of flight/AATD training time without completing stage I check: The Chief Flight Instructor or his/her designee conducts a ground and/or flight evaluation. A CFI change becomes an option. Manager of Aviation Affairs is informed of situation.

Stage 2

- ⊕ Student is projected to exceed 33 hours of flight/AATD training time without completing stage II check: The student and student's CFI meet with the Chief Flight Instructor or his/her designee for a ground evaluation.
- ⊕ Student is projected to exceed 36 hours of flight/AATD training time without completing stage II check: The Chief Flight Instructor or his/her designee conducts a ground and/or flight evaluation. A CFI change becomes an option. Manager of Aviation Affairs is informed of situation.

Stage 3

- ⊕ Student is projected to exceed 44 hours of flight/AATD training time without completing the end-of-course check: The student and student's CFI meet with the Chief Flight Instructor or his/her designee for a ground evaluation.
- ⊕ Student is projected to exceed 47 hours of flight/AATD training time without completing the end-of-course check: The Chief Flight Instructor or his/her designee conducts a ground and/or flight evaluation. A CFI change becomes an option. Manager of Aviation Affairs is informed of situation.

Commercial Pilot Certification Course (ASEL):

Stage 1

- ⊕ Student is projected to exceed 56 hours of flight training time without completing stage I check: The student and student's CFI meet with the Chief Flight Instructor or his/her designee for a ground evaluation.
- ⊕ Student is projected to exceed 60 hours of flight training time without completing stage I check: The Chief Flight Instructor or his/her designee conducts a ground and/or flight evaluation. A CFI change becomes an option. Manager of Aviation Affairs is informed of situation.

Stage 2

- ⊕ Student is projected to exceed 82 hours of flight training time without completing stage II check: The student and student's CFI meet with the Chief Flight Instructor or his/her designee for a ground evaluation.
- ⊕ Student is projected to exceed 88 hours of flight training time without completing stage II check: The Chief Flight Instructor or his/her designee conducts a ground and/or flight evaluation. A CFI change becomes an option. Manager of Aviation Affairs is informed of situation.

Stage 3

- ⊕ Student is projected to exceed 120 hours of flight training time without completing stage III check: The student and student's CFI meet with the Chief Flight Instructor or his/her designee for a ground evaluation.
- ⊕ Student is projected to exceed 125 hours of flight training time without completing the end-of-course stage check: The Chief Flight Instructor or his/her designee conducts a ground and/or flight evaluation. A CFI change becomes an option. Manager of Aviation Affairs is informed of situation.

CFI Airplane Single-Engine:

- ⊕ Student is projected to exceed 15 hours flight training time without passing stage I check: The student and student's CFI meet with the Chief Flight Instructor or his/her designee for a ground evaluation.
- ⊕ Student is projected to exceed 28 hours flight training time without passing the end-of-course stage check: The Chief Flight Instructor or his/her designee conducts a ground and/or flight evaluation. A CFI change becomes an option. Manager of Aviation Affairs is informed of situation.
- ⊕ Student exceeds 30 hours flight training time without passing the end-of-course stage check: The Chief Flight Instructor or his/her designee conducts a ground and/or flight evaluation. Meeting with the student, the Chief Flight Instructor, and Manager of Aviation Affairs to determine whether to continue training.

CFI Instrument Airplane:

- ⊕ Student exceeds 10 hours of flight training time without completing lesson #6: The student and student's CFI meet with the Chief Flight Instructor or his/her designee for a ground evaluation.
- ⊕ Student exceeds 14 hours flight training time without completing lesson #6: The student and student's CFI meet with the Chief Flight Instructor or his/her designee for a ground evaluation.
- ⊕ Student exceeds 21 hours flight training time without passing the end-of-course stage check: The Chief Flight Instructor or his/her designee conducts a ground and/or flight evaluation. Meeting with the student, the Chief Flight Instructor, and Manager of Aviation Affairs to determine whether to continue training.

Operations Flights

An “Operations” flight is considered any flight conducted for purposes other than primary student training, and includes the following types:

- ⦿ Instructor Standardization
- ⦿ Instructor Training
- ⦿ Credit Flight (for student)
- ⦿ Maintenance
- ⦿ Aircraft Reposition
- ⦿ Personnel Transport

All operations flights **MUST** be logged properly on the flight invoice at Dispatch. The type of operation shall be clearly and legibly written on the invoice.

NOTE

All Operations flights must be approved by the Chief Flight Instructor.

Maintenance will coordinate with the Chief Flight Instructor to create a flight invoice for MX flights. The ticket will be signed and “MX” will be written on the invoice.

For Instructor Training and Credit Flights, the Chief Flight Instructor will create a signed ticket for Dispatch labeled “CFI (or) Student Trng OPS” (as appropriate). Credit flights must be approved by the Manager of Aviation Affairs and the Chief Flight Instructor. Dispatch will then schedule the flight as approved. Flights that do not depart during the originally scheduled block require a NEW release.

Student Records

General

Bridgewater State College Aviation students require two types of files for the records associated with the training. Materials for creating folders shall be located in the Records Office. The two folders are:

Student Flight Training Record (FTR): White, 4-page folder used to maintain records associated with an individual course of training. Remains in file cabinet at all times unless undergoing event updates or audit.

Green Training Folder (GTF): Green hanging folder used for records not associated with any specific course of training. Remains in file cabinet at all times when not being updated.

Responsibility

Bridgewater State College CFIs are required to properly create, maintain, and close all student FTRs. When a student completes a segment of training, changes CFIs during a course, or terminates training with the College, the CFI shall ensure that all of the student's records are complete and current. Follow the policies and procedures below for creating, maintaining, closing, and storing student records:

Creating the FTR

Construct Student Training Folders as follows:

- ✦ From Administrative Assistant, obtain printed label for GTF with the student's name (last name first). Example: RIVERA, MARGARITA
- ⊕ Page 1 contains the following IN ORDER: Training Summary, any leave request copies, flight terminations (completed and signed by CFI and student), and no-show slips (if applicable).
- ✦ Page 2 contains Student Training Updates, homework assignments (if applicable), and any other student-related reports.
- ⊕ Page 3 contains monthly progress updates and student tracking information. Sheets are to be placed in chronological date order.
- ✦ Page 4 contains any review flight event(s) invoices except those conducted after an unsatisfactory stage check or FAA Practical Test.
- ⊕ All STF's shall be stored alphabetically in the appropriate file cabinets.

CAUTION

Removing a student file from the Records Office without express permission from the Chief Flight Instructor is PROHIBITED.

Creating Student Flight Training Record (White FTR)

All Bridgewater State College Aviation students are REQUIRED to have an FTR: *For Part 141 courses this record is the official FAA training record.* The FTR is to be kept inside the Student Training Folder at all times unless it is being updated or audited).

FTRs shall be constructed as follows:

- ⊕ Complete all spaces on the front of the white folder (to the degree possible) before the student starts the course of training. Complete all spaces in BLACK ink, and print all information legibly.
- ⊕ Students are designated for training under FAR Part 141 or 61. If a student is training under Part 141 and any credit is to be issued, the Chief Flight Instructor will provide the CFI with the required information (i.e. lessons or # of hours to be credited, and any special instructions).
- ⊕ Students training under Part 61: Chief Flight Instructor determines where within the syllabus the student shall begin his/her training and what lessons the student shall accomplish within that segment of training. Listed on page 1 of the FTR.
- ⊕ CFIs shall refer to the appropriate Course Audit Sheet for determining how to complete the “Course” section of the folder.
- ⊕ Lesson sheets and invoices shall be properly completed and attached to the Student FTR in chronological order on page (2) as training occurs.

NOTE

Part 61 FTRs shall be kept in the same orderly manner as Part 141 records with the following exceptions:
Part 61 folders will NOT contain an Enrollment Certificate or Graduation Certificate.

Maintaining Student Records

CFIs shall keep student records current and complete at all times. Records must be ready for inspection at any time by the FAA, Chief Flight Instructor, or other Operations Management.

CAUTION

Removing a student file/training folder from the Records Office without express permission from the Chief Flight Instructor is PROHIBITED.

Closing Student Flight Training Records

Student FTR **MUST** be completed/closed each time the student completes a course of training.

Closing out a Student Flight Training Record means that all items listed on the Course Audit Sheet have been accomplished and enclosed; that IACRA has been completed and a signed, paper 8710 inserted in the folder, required graduation certificates completed and signed by the Chief Flight Instructor or his/her designee; and the original FAA Knowledge exam results (if required) are included.

Students completing a Part 141 training course and taking an FAA check ride **MUST** have their record closed out before he/she is scheduled for the check ride.

The following is the review and closure procedure for a Part 141 Student Flight Training Record:

- ⊕ NOT LESS THAN 2 days prior to the anticipated End-of-Course stage check, the CFI shall ensure that all required items are posted in the Student FTR and that the folder is current. The student is required to establish an IACRA account and obtain a Flight Training Number (FTN).
- ⊕ An undated/unsigned graduation certificate and the original FAA written exam results will be included with the Student Flight Training Record at this time. Included in this packet will be complete copies of the student's logbook, Pilot Certificate, Medical Certificate, and government issued identification.
- ⊕ Following successful completion of the End-of-Course test, the Check Instructor will make any necessary corrections, insert appropriate dates on graduation certificate, and record the grade of the final stage check.
- ⊕ The Student FTR, including the packet of required documents, will be forwarded to the Administrative Assistant for auditing.
- ⊕ If correct and complete, the Administrative Assistant will forward the record to the Chief Flight Instructor for signing of the record, the graduation certificate, and make a final check of the IACRA record for accuracy. The Chief Flight Instructor will give the packet of required document to Dispatch for scheduling of an FAA Practical Test.

Closing Procedure for Part 61 Course Records

When a student completes a course of training under Part 61 and has completed the end-of-course stage check, the CFI forwards the FTR along with a signed paper 8710 (signed by the student and CFI) from the completed IACRA record, and the original FAA Knowledge exam (if applicable) to the Chief Flight Instructor. The Chief Flight Instructor will inspect the FTR, verify the 8710 for accuracy and completeness, and schedule the FAA check ride with Dispatch.

NOTE

For both Part 141 and Part 61 courses, the student is responsible for presenting their completed application packet to the FAA DPE on the day of the check ride.

Closing Student Training Folders

Student training folders shall not be closed until the student has completed all training for which the student is enrolled at the college, or the student withdraws from flight training at Bridgewater State College.

Storing Student Records

Upon completion of the FAA Practical Test the student's FTR shall be returned to the appropriate file cabinet and/or stored elsewhere as appropriate in the main student records storage area.

Students Terminating From Part 141 Courses

If a student is terminated from a Part 141 training course, the student and student's CFI shall complete a Part 141 Termination Request form and submit it and the student's FTR to the Chief Flight Instructor for review.

Lesson Sequence

A sequence change may only be accomplished following approval from the Chief Flight Instructor. All lessons shall be flown in their published sequential order unless otherwise authorized to the contrary by the Chief Flight Instructor. Such authorization is likely only in situations where the change does not interfere with the building block theory of learning and will permit the student to continue to progress in the course. Sequence changes are not to be requested as a convenience.

Sequence changes will not be authorized for lessons that build new knowledge (a lesson task must first be introduced before it can be reviewed), or from one stage of training to another.

Grading Policy

All tasks will be graded "C" for complete, or "I" for incomplete with the following signifiers:

- ⊖ IW = Incomplete for Weather
- ⊖ II = Incomplete for Student or Instructor Illness
- ⊖ IM = Incomplete for Maintenance
- ⊖ ICS = Incomplete, does not yet meet lesson/task completion standard

All lessons shall be graded Complete or Incomplete.

All grading shall be accurate and shall always reflect as closely as possible the actual performance of the student when measured against published lesson completion standards.

NOTE

Bridgewater State College CFIs shall grade fairly and honestly in accordance with the completion standard published for each task and lesson. An evaluation that misleads a student about their performance damages the CFI's integrity and undermines student confidence.

A grade given for a task in a lesson may not be changed.

If there is a problem with the performance of a task and that task is not shown on that lesson sheet, or it has already been graded "C", the deficiency may only be resolved through a review flight approved by the Chief Flight Instructor. CFI's shall not arbitrarily request tasks that have been previously graded "Complete."

NOTE

TCOs shall be flown as published. Any requirement for a student to perform an unpublished task constitutes a deviation from the FAA-approved training course, and is PROHIBITED.

Any task on a lesson that is graded "I" (any variation) shall be explained in writing on the back of the lesson sheet. Keep the explanation brief; state the reason for the grade.

Tasks in a flight lesson that must be accomplished VR (visual reference), and IR (by reference to instruments) will be graded "ICS" if one of the two parts is incomplete for failure to meet standard on either VR/IR portion. The CFI must mark the element that did not meet standard.

NOTE

A lesson graded "I" that was initially trained in an AATD may be completed in an aircraft, if appropriate, with prior written approval of the Chief Flight Instructor. Any lesson graded "I" that was initially trained in an aircraft may be completed only in an aircraft.

Employee Personnel Files

Operations employees may review their Personnel File during normal working hours (0700 – 1630) Monday through Friday, except holidays. All personnel files (original) are maintained in the Bridgewater State College Human Resources office, Boyden Hall.

Each month, the Manager of Aviation Affairs, the Chief Flight Instructor, and the Associate Dean, School of Business, will review the list of eligible Instructors to determine who has met the requirements for release from the College. Once a list has been developed, the Chief Flight Instructor will establish a release date for each CFI based on the CFI's initial hire date. The Chief Flight Instructor and Manager of Aviation Affairs will send a joint letter to each CFI notifying him/her of the release date. Any interview results and class dates will come directly from the hiring agency.