

**SYLLABUS**  
**SAN JOSE STATE UNIVERSITY**  
**DEPARTMENT OF AVIATION & TECHNOLOGY**

**Aviation 190 – Senior Capstone Seminar**

**Fall Semester, 2017**  
**Wednesday, 1500-1745**

**Instructor:** Wenbin Wei, Ph.D.  
**Office:** IS 103  
**Email:** wenbin.wei@sjsu.edu  
**Phone:** 408-924-3206  
**Classroom:** IS 216  
**Office Hours:** Monday 1250-1450

THE INSTRUCTOR RESERVES THE RIGHT TO AMEND THIS SYLLABUS  
AS APPROPRIATE WITH COURSE PROGRESSION

**Course Catalog Description**

The culminating experience of your college education. Current industry analysis and career development. Leadership skills for aviation professionals. Aviation standard procedures. Ethical principles for Aviation. Student projects related to aviation major.

**Course Objectives**

This class will provide an overview of the current aviation industry and the career development for aviation students. We will introduce and discuss some basic skills for writing resumes and cover letters, interviewing, and job-hunting in the field of aviation in general, and discuss the leadership and ethics in aviation. Based on your accumulating education, knowledge, and skills, students are also required to complete a course project in this class.

**Course Learning Outcomes**

At the end of this class, students will be able to obtain the basic knowledge and skills for job-hunting, interviews, and resume and cover letter writing for aviation graduates; understand the importance and requirement for aviation standards, leadership and ethics; and be able to complete a final project based on accumulative education and knowledge obtained from the aviation program at SJSU.

**Required Course material/textbooks**

Please refer the APA or AIAA standard format for the appropriate writing and citation styles for use in your project report. The APA reference format is available at: <http://writing.wisc.edu/Handbook/DocAPA.html>

**Prerequisite:**

You must be a graduating senior, graduating at the end of this semester, with your major form completed and submitted.

**Class Format**

- a. Lectures and discussions
- b. In-class work
- c. Group work and student presentations
- d. Guest lectures

**Class Grading**

Project and presentation 60%

Homework (resume and cover letter) 20%

In-class work and class participation (class conversation and discussion) 20%

The typical final grade distribution is: 93-100 A; 90-92 A-; 88-89 B+; 83-87 B; 80-82 B-; 78-79 C+; 73-77 C; 70-72 C-; 69 D+; 65-68 D; below 65 F. And the final grade might be adjusted due to the degree of difficulty of the exams and other assignments.

**Homework**

Homework is due on the day of class, before class starts. No late homework will be accepted unless prior approval is granted. Students are required to use Microsoft Word or any other document editor software to write homework.

**Term Project and Presentation**

A group course project is required for this class. Most students in the past choose to work on a project for “FAA Design Competition for Universities”. The guidelines for FAA competition will be discussed in detail in the class.

An initial proposal, mid-term report, final report, and final presentation are required for the course project.

The proposal should list the names of the group members and describe briefly the topic, the plan, the schedule and steps of completion for the term project.

The final report for FAA competition needs to satisfy all the requirements listed in the guidelines. The final report is due on the last day of instruction for this semester.

Students are encouraged to discuss with the instructor on the topic, resources and writing for the group project.

The grading on the term project is based on the following criteria:

- a. Use of resources: your final paper should indicate a thorough search of information and in-depth investigation of the chosen subject.
- b. Organization of writing: the final report should include introduction, literature review, analysis details, and a summary or conclusions. It should have clear transitions.
- c. Contents and analysis: focused and relevant discussion of subject, in-depth analysis, and clear summarization of main points.
- d. 40-50 minutes presentation: presentation effectiveness, and clear answers to the questions on the presentation.

### University Policies

Per University Policy S16-9, university-wide policy information relevant to all courses, such as academic integrity, accommodations, etc. will be available on Office of Graduate and Undergraduate Programs' Syllabus Information web page at <http://www.sjsu.edu/gup/syllabusinfo/>

### Class Schedule (subject to change with fair notice)

Class	Date	Topic	Reminder
1	Aug. 23	Class review	
2	Aug. 30	Discussion on class projects	
3	Sep. 6	Teaming on class projects	
4	Sep. 13	Review on aviation industry and career development	Due of project proposal
5	Sep. 20	Review of resumes and cover letters	
6	Sep. 27	Discussion on resumes/career center	Due of resume and cover letter
7	Oct. 4	Discussion on cover letter/guest speaker	
8	Oct. 11	Discussion on class projects/interview skills	
9	Oct. 18	Mid-term project presentation	Due of mid-term report
10	Oct. 25	Review of interview and jobs	
11	Nov. 1	Practice of interviews	
12	Nov. 8	Students' check and review of final project	
13	Nov. 15	Overview of aviation leadership and ethics	Due of draft of final report
14	Nov. 22	No class (Non-instructional day)	
15	Nov. 29	Project presentation	
16	Dec. 6	Project presentation	Due of final project