Personnel

ACADEMIC PROCEDURES

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

This Instruction establishes wing policies to standardize academic processes. The procedures contained within apply to all personnel responsible for, engaged in, or receiving flying training academic instruction. It is intended to expand procedures established in AETCI 36-2220 specifically for Laughlin AFB.

1. *EXPLANATION OF TERMS*

1.1. Academic Supervisor: Any contractor with the authority to ensure standardization, manage training, and monitor currency among all CPIs in all courses within a syllabus program (e.g.: Academic Branch Chief, Site Manager, Alt. Site Manager, etc.).

1.2. Academic Support Section (47 OSS/OSTL; OSTL): The office in Ground Training Flight ensuring an adequate academic environment and materials (A/V equipment, courseware, etc.); x5303.

1.3. AETC Form 157, Control Log: Used to log the movement of controlled materials.

1.4. AETC Form 687, Ground Training Critique: Used to critique any courseware from AETC TRSS (slides, exams, IGs, etc.).

1.5. AETC Form 803a (803): Multipurpose form used to document academic statements. The computer-generated form in Microsoft Word format is also acceptable.

1.6. AETC Form 1603: Computer readable "bubble" sheet used as an answer sheet for academic exams.

1.7. Commanders Awareness Program (CAP): A monitoring program used to ensure that academically or procedurally deficient students receive thorough, quality instruction.

1.8. Contract Platform Instructor (CPI): A contract employee who is qualified (IAW AETCI 36-2220) to act as an academic instructor for UPT syllabus directed academic classes.

1.9. Course Prime: A CPI responsible for ensuring all instructors teaching a particular course are standardized and all course material is current.

1.10. Extra Instruction (EI): Academic instruction that is given in addition to syllabus directed classes.

1.11. Instructor Guide (IG): AETC produced and/or approved outline of instructional material for syllabus directed academic courses.

1.12. Makeup Instruction (MUI): Academic instruction that is required whenever a student misses a syllabus directed class.

1.13. Quality Assurance Representative (QAR): Air Force personnel responsible for monitoring a contractor's compliance with the Statement of Work (SOW).

1.14. Should: The word "should" is used to indicate a non-mandatory action. This is a desired or preferred method of accomplishment. No documentation is required if this action is not met.

1.15. Site Manager: The designated individual who is responsible for the site operations of the academic contractors

1.16. Statement of Work (SOW): The portion of the contract defining the services the contractor will provide.

OPR: 47 OSS/OSTL (Maj Knowlton)

Certified by: 47 OSS/CC (Lt Col Quimby)
Pages: 5/ Distribution: F

1.17. Training Management System (TMS): Computer system used for tracking T-1 student training.

1.18. Time Related Information Management (TRIM): Computer system used to track T-37/38 student training.

1.19. Will: The word "will" is used to indicate a mandatory action. If this requirement is not met, the appropriate documentation will be used to record the circumstances that prevented the requirement from being accomplished.

2. *CLASSROOM PROCEDURES:*

2.1. General.

2.1.1. OSTL will provide appropriate medium and guidelines for scheduling classrooms (presently an Excel spreadsheet shared on the LAN). Academic instruction has priority; other activities must be scheduled on an "as available" basis through OSTL. Squadron programmers will normally schedule classrooms as follows:

2.1.1.1. Rooms 2226 A&B – Phase I.

2.1.1.2. Room 2251 – T-38s.

2.1.1.3. Room 2252 – T-37s.

2.1.1.4. Room 2254 – T-1s.

2.1.1.5. If an additional room is needed for academic classes, squadron programmers may schedule any classroom on an "as available" basis.

2.1.1.6. For any conflicts, suggestions or questions, contact OSTL.

2.1.2. Prior to the class, the CPI should accomplish the following:

2.1.2.1. Display "Class in Session" sign.

2.1.2.2. Check for room cleanliness and furniture arrangement as necessary.

2.1.2.3. Set up and test run any equipment to be used.

2.1.2.4. Inform OSTL if there are any classroom or equipment deficiencies. If the problem does not require immediate attention, use the classroom "781 book" located in the podium to record the problem. If the problem is not addressed in a timely manner, inform the academic supervisor, who informs the QAR.

2.1.3. During the introduction hour, the instructor will review (as required):

2.1.3.1. Classroom policies (see paragraph 2.2).

2.1.3.2. Workbook changes.

2.1.4. After completion of each class, CPIs will:

2.1.4.1. Store training aids in an appropriate secure area.

2.1.4.2. Turn off all electrical equipment (except UPS wall switch) IAW checklist.

2.1.4.3. Check classroom cleanliness. Ensure dry erase boards are erased and room is neat and orderly (remind students to straighten tables as necessary, push chairs in, and to take recyclables with them to the appropriate receptacles).

2.1.4.4. Secure the equipment room.

2.1.4.5. Turn off all lights, close and locks all doors (or delegate individuals remaining to do so).

2.1.4.6. Place the door sign in the unoccupied configuration.

2.1.4.7. Enter class completion information into the TRIM/TMS computer (when necessary).

2.2. Classroom Policies:

2.2.1. Drinks and snacks are allowed at the instructor's discretion (emphasis on minimizing distractions).

2.2.2. The class will stand while the class leader reports the number of students present and provide the name(s) of any absent or late student(s).

2.2.3. After the class has begun, the CPI may allow students who arrive late to enter the classroom. The student will report to the CPI immediately after the class period for any required make-up instruction. Procedures for reporting late arrivals to Flight Commanders will be left to the discretion of the contractors and squadrons.

2.2.4. At the completion of class, the class will rise for formal dismissal.

2.3. Absentee Policies.

2.3.1. Prior to missing an academic activity, the student must get approval (written or verbal) from the Squadron Commander or designated representative. Waiver authority should make every attempt to ensure the appropriate CPI (or an academic supervisor) receives this information prior to the scheduled academic activity.

2.4. Extra/Make-up Instruction.

2.4.1. EI is required prior to the retest when a student fails an academic exam.

2.4.2. Make-up instruction is required whenever a student misses any academic activity.

2.4.3. EI for any student may also be requested by the student's Flight Commander. EI prior to an exam should be considered for students on academic CAP.

2.4.4. Flight Commander or designated representative will ensure that EI/MUI is properly scheduled and coordinated, and administered at least one day prior to the exam or retest.

2.4.5. After giving the student EI or MUI, document the instruction on an 803 (IAW para. 2.5.). Enter the MUI lesson(s) covered into the TRIM/TMS computer.

2.5. 803 Write-ups.

2.5.1. CPIs are required to document on an 803 whenever any student:

2.5.1.1. Is absent from class. Remarks for subsequent MUI can go on the same 803.

2.5.1.2. Fails an academic exam. Remarks for test failure, subsequent EI and retest can all go on the same 803 (include all dates and the test scores).

2.5.1.3. Receives EI for any reason.

2.5.1.4. (T-37/38) Receives make-up instruction.

2.5.2. Forward the 803 to student's Flight Commander.

2.6. Guidelines for End of Course Critiques (T-37/38).

2.6.1. At the end of each academic course, contract academic course critiques will be offered to every student. While awaiting the grading of their tests, the students may complete the critique. Student names are optional on the critiques. The critiques will be collected and summarized by the CPI and routed with the completed class roster(s) and test results according to established procedures.

2.6.2. If there are course deficiencies and corrective action is required, the CPI will notify the Course Prime. The Course Prime will review the deficiencies and notify AETC TRSS using procedures established in AETCI 36-2220. Until the deficiency is corrected, a copy of the AETC Form 687 will be maintained in the Course Prime binder.

2.6.3. The academic supervisor(s) will review the critique summaries and discuss any actions with the appropriate Course Prime. Contractors will maintain the contract student critique summary, class roster, and critiques for a minimum of six months after Phase II (Phase I and II critiques) and class graduation (Phase III critiques).

2.6.4. Course Primes should work through OSTL if they feel courseware problems aren't responded to in a timely manner.

3. *COMMANDER'S AWARENESS PROGRAM*

3.1. The Flight Commander makes the decision to place students on and off academic CAP and performs CAP counseling. The Flight Commander notifies the contractor (in writing or E-mail) when a student is placed on and taken off academic CAP.

3.2. When a student is on academic CAP, the CPI should monitor their progress and give them special attention, as necessary, in class.

4. *EXAM PROCEDURES*

4.1. General:

4.1.1. The following items are considered controlled and, until destroyed, should be stored in a secured location:

4.1.1.1. Exam booklets.

4.1.1.2. Supplements.

4.1.1.3. Exam Answer Keys.

4.1.1.4. Used scratch paper or charts.

4.1.1.5. Used answer sheets.

4.1.1.6. Completed exam analysis forms.

4.1.2. In the event of any missing, lost, or compromised controlled items, the CPI will notify the academic supervisor or Site Manager, who notifies AETC TRSS (T-37/38) or CSS (T-1) and QAR.

4.2. Pre-exam Procedures:

4.2.1. Contractors will ensure appropriate rotation of test versions.

4.2.2. EPQs are not normally accomplished on the same day as the exam, unless coordinated with the Flight Commander and scheduler.

4.2.3. Flight Commander should contact academic supervisor if any students are DNIF and/or on medication that could affect testing ability, or awaiting a Progress or Elimination Check (PC or EC).

4.2.3.1. Students will not be required to take an academic exam the day before, the day of, or the day after a PC/EC. (for the purpose of this instruction, days are interpreted as calendar days) If a student in this situation shows up to test, verify they are aware of this paragraph and confirm their desire to test.

4.2.4. If a student is having personal problems, the Flight Commander or higher in the student's chain of command may excuse the student from the exam, then inform the instructor or academic supervisor and coordinate for a future test date.

4.3. Exam Administration.

4.3.1. (T-37/38) Programmers will attempt to schedule a classroom that will allow for an open chair between each student. If the number of seats is insufficient, two classrooms should be used.

4.3.2. While administering an exam, CPIs will:

4.3.2.1. (T-37/38) Read the instructions on the cover of the exam booklet prior to administering the exam. Ensure the students write their exam booklet numbers and supplement booklet numbers (if applicable) on their answer sheets. Emphasize that writing on the exam booklets and supplements is prohibited.

4.3.2.2. (T-37/38) Write start and stop times on the board and verbally state the time remaining as appropriate.

4.3.2.3. Instruct the students to remain seated and raise their hands when asking for clarification during the exam.

4.3.2.4. Continually monitor students taking the test.

4.3.3. (T-37/38) The CPI will grade each exam, compute the flight/class average and complete the AETC Form 115 or local equivalent after the exam and before the review.

4.3.4. After grading all of the exams, the CPI will review all missed exam questions, and answer any other student questions (time permitting).

4.4. Post Exam Procedures.

4.4.1. Prior to releasing individual students from the test area, collect and account for all test materials.

4.4.2. (T-37/38) Check each exam and supplement for stray marks. Annotate on the front of the exam folder any exams to be destroyed. Place unusable booklets (i.e. stray marks that cannot be erased, badly torn pages, etc.) in the destruct file and document their placement in this file on the AETC Form 157 currently being used.

4.4.3. (T-37/38) Complete the student roster. One copy of the student roster goes to the Flight Commander and one is attached to student critiques for distribution.

4.4.4. (T-37/38) Complete Student Critique Summary and send through appropriate routing.

4.4.5. (T-37/38) Order two class standing reports from the TRIM system.

4.5. Exam Failures.

4.5.1. When a student fails an exam, the CPI will immediately notify the student's Flight Commander and make an 803 write-up (see 2.5.1.2).

4.5.2. Students who fail an exam must receive EI prior to making up the exam. EI will be given IAW para. 2.4.

4.5.3. (T-37/38) After the student is retested, enter the score into the TRIM computer and mark as a retake.

4.6. Cheating.

4.6.1. It is left up to the CPI to determine if a possible cheating incident has occurred or is taking place.

4.6.2. If suspicion or proof exists, collect the exam material of all students and notify the Flight Commander (or higher in their chain of command) and academic supervisor, who will notify the QAR. The student(s) Squadron Commander will make a decision on what actions to take.

5. ***TRAINING AIDS***.

5.1. The CPI will be trained in the proper and effective use of each required training aid.
5.2. All training aid discrepancies or problems will be reported to OSTL (out-of-date flight planning publications may be used if current publications are not available for use).

5.3. Each CPI is responsible for reviewing the Technical Order changes, aircraft modifications, and procedural changes that may effect the training aids used in his/her academic subject. If and when discrepancies are found, the CPI will report hardware discrepancies IAW para. 5.2 and courseware discrepancies IAW para. 2.6.2 (T-37/38).

6. ***STUDENT/INSTRUCTOR RELATIONS.***

6.1. In Class:

6.1.1. CPIs are to receive the same respect due to military instructors.
6.1.2. Students will refer to the instructors with appropriate title (Mr., Mrs., etc.) and the instructor's last name.

6.1.3. All behavior must be conducive to a quality learning environment. The CPI has both the responsibility and the authority necessary to maintain the proper decorum.

6.2. Outside of class.

6.2.1. Contractors' behavior during their duties is governed by Air Force guidelines (AETCR 30-4). Contract instructors will especially avoid favoritism toward any individual student or group of students whether in or out of class.

6.3. Any concerns with student/instructor relations should be brought to the attention of the Site Manager, QAR and Flight Commander immediately.

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