Chapter 4
Flight Instructors

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Instructor Conduct

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

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

Any such discussions shall be conducted in such a manner as to ensure the privacy and dignity of the involved parties. Any CFI or other personnel known to speak negatively in the presence or hearing of any customer or prospective customer about operational matters may be subject to disciplinary action.

Instructor Evaluation

BSU flight instructors will be periodically evaluated on the performance of their duties and the manner in which such duties are performed.

NOTE

BSU CFIs are expected to work diligently to ensure their student(s) are exceptionally well trained and prepared. Student performance is the CFI’s responsibility.

If the student has not learned it, the instructor has not taught it.

If a BSU CFI's student(s) demonstrates training difficulties the CFI will meet with the Chief Instructor to discuss the situation. The CFI is expected to arrive for this meeting prepared with an analysis of his/her students’ performance and means of improving same through improved training techniques. The CFI and Chief Instructor will develop a plan of action for improving the CFI’s training methods and student performance results.

If, after receiving assistance from the Chief Instructor or his/her designee the CFI's students continue to experience training difficulties, the CFI will be required to meet with the Chief Instructor to review his/her instructional methods and effectiveness, and develop a plan for corrective action that may include termination of employment.
Fraternization
BSU Aviation discourages fraternization between students and their instructors. The following policies apply to CFI/student relationships:

✦ Dating is prohibited between a student and her/his primary instructor or check instructor during a course of training.

✦ Dating relationships between a student and CFI are prohibited when such a relationship could place any party in a compromising position that would reflect unfavorably upon the individuals concerned, BSU Aviation, and/or the university.

BSU Aviation fraternization policy is not meant to prohibit CFIs and students from interacting outside the professional environment. Students and instructors are encouraged to conduct themselves in a mature manner and develop positive and lasting relationships.

Meetings
Operational safety meetings will be scheduled as needed. Attendance is mandatory unless otherwise specified by the Chief Instructor or his/her designee. 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 is responsible for obtaining a briefing on missed material at the earliest possible opportunity.

CFI Flight Proficiency
BSU CFIs are expected to maintain their flight proficiency during their employment. The University will assist its instructors in maintaining this standard as follows:

✦ Each CFI is required to complete one (1) hour of AATD training per month. The training shall be provided by an authorized instructor and logged in the CFI’s logbook.

✦ 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 (1) hour 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 or his/her designee. Prior approval is required for any non-student training flight.

✦ All proficiency/currency flights conducted in BSU equipment are to be accomplished in an efficient and timely manner per 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).
Crew Qualification

Instructor Equipment Transitions
For initial, transition, or upgrades to a new aircraft or AATD model, each CFI must complete ground training and a proficiency check on the equipment, and pass a written test administered by the Chief Instructor or his/her designee. CFIs may not act as PIC in a new model aircraft until this standardization training is complete.

Flight Instructors must comply with 14 CFR Part 141.79 regarding briefings on the objectives and completion standards of the training course to which they are assigned.

CFIs must conduct an annual proficiency check with the Chief Instructor or his/her designee if more than 12 months passes in which no transitions or upgrades occur. These checks must also meet the requirements of 14 CFR Part 141.79.

Recent Experience
- All pilots, prior to conducting a flight, must ensure they meet the recency of experience requirements of 14 CFR Part 61.57.
- For any flight impacted by FAR 61.57 recency requirements, any pilot not meeting the relevant requirements shall notify the Chief Instructor prior to conducting any flights. The pilot must re-establish currency before he/she may again provide flight instruction or act as PIC for the effected operation.

Commercial Flying & Flight Instruction
Each BSU employed pilot who wishes to engage in other commercial flying must submit a request in writing to the Associate Dean, School of Business, and to the Chief Instructor or his/her designee. The request must include the circumstances of the intended commercial flying and the estimated number of hours expected to be flown in said operation. Any pilot making such a request is expected to first discuss his/her request with the Chief Instructor to ensure that no negative impact will be incurred by the BSU Aviation Science program.

When operating as a Bridgewater State University CFI, said instructor may instruct only BSU students in BSU provided aircraft or aircraft assigned by the University. BSU CFIs may not instruct students in aircraft provided by the student, any other non BSU personnel, or agency.

Any infraction of these limitations will result in immediate disciplinary action up to and possibly including termination of employment. This policy will be effective for the duration of the employment period as a Bridgewater State University CFI.
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 as needed 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 affecting student progress.

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.
Event Scheduling
BSU 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.

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. BSU 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 Events on A CFI Day Off
BSU 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 Audits/Stage Checks
All lessons must be completed in the stage for the student to be eligible for the corresponding stage check.

Instructors shall submit each student’s training folder for audit not less than three (3) lessons prior to the completion of the stage. Audit feedback will be provided by email within 48 hours of submission, and any corrective action must be completed within 48 hours of notification. Failure to complete required corrections in a timely manner is grounds for disciplinary action.

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 shall include the following:

- Completed student training record including EOC endorsement (141 records only)
- Completed IACRA online record awaiting affiliation/association
- Copy of FAA knowledge test results in white training folder (as applicable)
- Copy of student's logbook showing the appropriate and current/legible endorsements.
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.

Any request to conduct a practical test with a specific examiner must be made with the Chief Flight Instructor prior to the submission of the application for that Practical Test.

NOTE
BSU 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 training (ground or flight) outside the regular TCO should be the exception. Instructors are expected to train their student to standard on every event, and students are expected to maximize their training time by preparing in advance for each lesson. Doing so promotes the proper learning environment, instills student confidence based on demonstrated competence, speeds training progress, and upholds instructor and program integrity. The following instances may warrant a review flight/AATD activity:

✧ A Stage Check grade of incomplete for failing to meet completion standards.

✧ Student request for additional review training. 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 Student Training 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).

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.

BSU CFIs shall ensure that all applicable endorsements and the student pilot 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 BSU CFI may not endorse any BSU 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.

BSU 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**
BSU 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 due to student performance within any stage of training.
- Two or more absences from a ground school.
- A failed stage written exam.
- A stage check (oral or flight) graded incomplete for failure to meet completion standards.
- An unsatisfactory FAA Practical Test (oral or flight).
- Excessive flight hours for a stage of training.

The following guidelines shall be used if a student experiences a training difficulty:

- **A Student Training Update shall be completed and submitted to the Chief Flight Instructor by the student’s CFI and the student on the date the event occurs.** 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.
- Once approved, the corrective action plan will be implemented and the CFI will update the Chief Instructor regarding the student’s training progress.

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

- Assignment of supporting material to strengthen student knowledge.
- Additional training to complete the lesson, including flight hour limitations.
- Chief Flight Instructor (or his/her designee) observation of the student’s next scheduled training event as conducted by the primary CFI.
- 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.
- Groundwork assigned with the primary CFI or a different instructor.
- Change of CFI.

If it is determined that student is or may 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:

- Assignment of 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 Student Training Update shall be completed to indicate the results of the meeting.
Standardization Flights
The following procedures shall be followed for scheduling and conducting standardization flights:

- All standardization flights must be approved by the Chief Instructor or his/her designee.

- The Check Instructor assigned to conduct the standardization flight shall ensure that the flight is conducted in the minimum time necessary to accomplish the intended task. Standardization candidates are expected to arrive prepared with a plan of action and lesson sequence.

- The pilot in training shall be debriefed on the results and areas of strength or weakness. If additional training is required the candidate will discuss these areas with the Check Instructor and determine a plan of action for correcting these areas. The Check Instructor will then brief the Chief Instructor on the outcome of the event and, where appropriate, additional action to be taken to correct deficient areas.

- Disciplinary action will result should a standardization candidate be found to be seriously deficient due to lack of preparedness in the required knowledge and/or skill areas.

- Upon completion of the flight, all paperwork will be submitted to the Flight Standards Coordinator for filing in the candidate's Part 141 and/or Personnel file, as appropriate.

**NOTE**
Check Instructors conducting standardization flights shall ensure that the candidate is eligible for the flight and all paperwork is completed and submitted in an accurate and timely manner.

Training Guidelines
Maintaining steady forward progress and staying on track toward course completion is vital to a student’s academic standing, his/her confidence, and her/his competitiveness within the aviation career environment. Students will progress through a training course at an individual pace, but there are signs that a student is having or will have difficulty achieving success within his/her flight training obligation as an Aviation Science major.

One of the clearest indications is the failure to demonstrate steady forward progress, which then results in an increasing number of flight training hours a student needs to reach the next lesson or stage in any flight course. The following markers have been established to assist students and instructors set clear goals, monitor progress, detect training difficulties and apply corrective action sooner in order to help a student get back on track.

**NOTE**
Operating an aircraft safely requires development of a vast set of skills and knowledge. Any body of knowledge and skill can and must be learned. Developing knowledge and ability is typically not a question of “intelligence” or “natural ability.” It requires dedicated and proper practice. Students who choose not to commit to developing their knowledge and skill cannot and will not be successful in the Aviation Science program.
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 Course**

- **Student is projected to exceed 12 hours flight training time before completing Stage I:** The student and student's CFI meet with the Chief Instructor or his/her designee to discuss the student’s training difficulty(s), philosophy, performance, improvement strategy, and achievement timeline. Students are expected to play an active part during this conversation. A ground and/or flight observation may be scheduled for the next available training session as conducted by the primary CFI. A follow-up meeting will be conducted to determine if training plan objectives were achieved.

- **Student is projected to exceed 15 hours flight training time without soloing:** The Chief Instructor or his/her designee conducts an observation of the next available training session as conducted by the primary CFI. Following the observation flight the student and student's CFI meet with the Chief Instructor or his/her designee to discuss the student’s and instructor’s performance and develop a plan of action for the student to regain forward progress. The Director of Operations is informed of the situation.

- **Student is projected to exceed 20 hours flight training time without soloing:** The student and student's CFI meet with the Chief Instructor or his/her designee to review the student’s training difficulty(s). A ground and/or flight evaluation may also be scheduled. The Director of Operations is informed of the situation. Pending the outcome of the meeting and/or evaluation, the student may be removed from the flight schedule, and will be referred to the Director of Operations and his/her Academic Advisor for counseling on options including a change of academic major.

- **Student is projected to exceed 45 hours flight training time without passing the End-of-Course stage check:** The student and student's CFI meet with the Chief Flight Instructor or his/her designee to review the student’s training difficulty(s). A ground and/or flight evaluation may also be scheduled. The Director of Operations is informed of the situation. Pending the outcome of the meeting and/or evaluation, the student may be removed from the flight schedule, and will be referred to the Director of Operations and his/her Academic Advisor for counseling on options including a change of academic major.

**Instrument Rating Course**

- **Student is projected to exceed 18 hours of flight/AATD training time without completing Stage I check:** The student and student's CFI meet with the Chief Instructor or his/her designee to discuss the student’s training difficulty(s), philosophy, performance, improvement strategy, and achievement timeline. Students are expected to play an active part during this conversation. A ground and/or flight observation may be scheduled for the next available training session as conducted by the primary CFI. A follow-up meeting will be conducted to determine if training plan objectives were achieved.
Student is projected to exceed 41 hours of flight/AATD training time without completing stage II check: The Chief Instructor or his/her designee conducts an observation of the next available training session as conducted by the primary CFI. Following the observation flight the student and student's CFI meet with the Chief Instructor or his/her designee to discuss the student’s and instructor’s performance and develop a plan of action for the student to regain forward progress. The Director of Operations is informed of the situation.

Student is projected to exceed 49 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 to review the student’s training difficulty(s). A ground and/or flight evaluation may also be scheduled. The Director of Operations is informed of the situation. Pending the outcome of the meeting and/or evaluation, the student may be removed from the flight schedule, and will be referred to the Director of Operations and his/her Academic Advisor for counseling on options including a change of academic major.

Commercial Pilot Course (ASEL or AMEL)

Student is projected to exceed 60 hours of flight training time without completing stage I check: The student and student's CFI meet with the Chief Instructor or his/her designee to discuss the student’s training difficulty(s), philosophy, performance, improvement strategy, and achievement timeline. Students are expected to play an active part during this conversation. A ground and/or flight observation may be scheduled for the next available training session as conducted by the primary CFI. A follow-up meeting will be conducted to determine if training plan objectives were achieved.

Student is projected to exceed 88 hours of flight training time without completing stage II check: The Chief Instructor or his/her designee conducts an observation of the next available training session as conducted by the primary CFI. Following the observation flight the student and student's CFI meet with the Chief Instructor or his/her designee to discuss the student’s and instructor’s performance and develop a plan of action for the student to regain forward progress. The Director of Operations is informed of the situation.

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 to review the student’s training difficulty(s). A ground and/or flight evaluation may also be scheduled. The Director of Operations is informed of the situation. Pending the outcome of the meeting and/or evaluation, the student may be removed from the flight schedule, and will be referred to the Director of Operations and his/her Academic Advisor for counseling on options including a change of academic major.
CFI Airplane (Initial)

Student is projected to exceed 12 hours flight training time without passing stage I check: The student and student's CFI meet with the Chief Instructor or his/her designee to discuss the student’s training difficulty(s), philosophy, performance, improvement strategy, and achievement timeline. Students are expected to play an active part during this conversation. A ground and/or flight observation may be scheduled for the next available training session as conducted by the primary CFI. A follow-up meeting will be conducted to determine if training plan objectives were achieved.

Student is projected to exceed 25 hours flight training time without passing the end-of-course stage check: The student and student's CFI meet with the Chief Flight Instructor or his/her designee to review the student’s training difficulty(s), and a ground and/or flight observation will be conducted. Pending the outcome of the meeting and/or observation, a remedial training plan will be developed that may include removal from the flight schedule. The student may also be referred to the Director of Operations and his/her Academic Advisor for counseling. A follow-up meeting will be conducted to determine if training plan objectives were achieved.

CFI Instrument Airplane

Student is projected to exceed 10 hours of flight training time without completing lesson #6: The student and student's CFI meet with the Chief Instructor or his/her designee to discuss the student’s training difficulty(s), philosophy, performance, improvement strategy, and achievement timeline. Students are expected to play an active part during this conversation. A ground and/or flight observation may be scheduled for the next available training session as conducted by the primary CFI. A follow-up meeting will be conducted to determine if training plan objectives were achieved.

Student is projected to exceed 18 hours flight training time without passing the end-of-course stage check: The student and student's CFI meet with the Chief Flight Instructor or his/her designee to review the student’s training difficulty(s), and a ground and/or flight observation will be conducted. Pending the outcome of the meeting and/or observation, a remedial training plan will be developed that may include removal from the flight schedule. The student may also be referred to the Director of Operations and his/her Academic Advisor for counseling. A follow-up meeting will be conducted to determine if training plan objectives were achieved.
Other Operations Flights
Any flight conducted for purposes other than primary student training is considered an “operations” flight and includes the following types:
- Instructor Standardization
- Instructor Training
- Maintenance
- Aircraft Reposition
- Personnel Transport

All operations flights MUST be logged properly through Dispatch.

NOTE
All operations flights must be approved by the Director of Operations, Chief Instructor or their designee. Flights not departing as originally scheduled require a NEW release.

Maintenance will coordinate with Dispatch to create a flight invoice for MX flights.

Student Records
General
BSU 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:

Green Training Folder: Green hanging folder used for records not associated with any specific course of training. Holds the student training record (white folder, see below). Remains in file cabinet at all times when not being updated. Instructions for creating and maintaining the green training folder can be obtained through the Administrative Assistant.

Student Flight Training Record: White, 4-page folder used to maintain records associated with a course of training. The folder remains in file cabinet at all times unless undergoing event updates or audit. Instructions for creating and maintaining the white training folder can be obtained through the Administrative Assistant.

Responsibility
Training records are a priority in any flight operation. Complete and accurate training records are REQUIRED by 14 CFR Part 141. When working with a student, BSU CFIs are required to properly maintain each of their student’s training records. Training records must be current and accurate at all times. When a student completes a segment of training, changes CFIs during a course, or terminates training with the University, the CFI shall ensure that all of the student’s records are complete and current. Failure to do so will result in disciplinary action.

NOTE
CAUTION

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

NOTE

Part 61 FTRs shall be kept in the same manner as Part 141 records but will NOT contain an Enrollment Certificate or Graduation Certificate.

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.

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 records MUST be completed/closed each time the student completes a course of training.

- All items listed on the Course Audit Sheet must be accomplished and enclosed.
- IACRA completed and a signed, paper 8710 inserted in the folder.
- Copy of official FAA Knowledge exam results (if required) clipped into white folder.
- Graduation certificate signed by Chief Instructor or his/her designee, clipped into white folder.

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 FAA check ride.

Storing Student Records

Upon completion of the FAA Practical Test the student’s entire course training record shall be submitted to the Chief Instructor.
Lesson Sequence
A sequence change for a 14 CFR Part 141 may only be following approved by the Chief Instructor or his/her designee. 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. Any task graded “I” for any reason means the lesson is also incomplete and is to be graded as such.

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

NOTE
A misleading evaluation damages CFI integrity and undermines student confidence.

A grade given for a task in a lesson may not be changed once the lesson has been closed.

Unless the situation warrants, CFIs shall not request that students demonstrate tasks that have been previously graded “Complete” on the lesson, and shall not request the performance of tasks that are not relevant to the student’s training.

Any task graded Incomplete for any reason shall be supported by a written explanation on the back of the lesson sheet.

Tasks in a flight lesson that must be accomplished VR (visual reference), and IR (instrument reference) shall be graded "ICS" if either element is incomplete for failure to meet standard. The CFI will indicate which element did not meet standard.

NOTE
An incomplete lesson initially trained in an AATD may be completed in an aircraft, if appropriate, with prior written approval of the Chief Flight Instructor. Any lesson initially trained in an aircraft MUST be completed in an aircraft.
Employee Personnel Files
Aviation Operations employees may review their personnel file at any time during normal working hours (0830 – 1630) Monday through Friday, except holidays. Personnel files are maintained in the Chief Instructor’s office.

Terminating Employment
BSU 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 University of his/her employment plans. A minimum two (2) week notice is required if the CFI intends to terminate employment. The first priority is the smooth training transition of that CFIs’ student(s) and the avoidance of training interruptions.

Departing CFIs must first meet with the Chief Instructor to assist in transitioning students to another 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 Instructor and ineligibility for re-hire as a BSU CFI.

CFIs intending to leave employment with the University shall submit a written notification of resignation (including departure date) to the Chief Instructor and/or his/her designee.

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:

- BSU employee ID badge.
- Any other property of BSU (e.g. keys, computer access codes). A Human Resources staff member must sign the exit packet to indicate this step has been completed.