



Jumpseat Expert Training JUMPSEAT101/JET

Air Line Pilots Association, International
7950 Jones Branch Drive
McLean, VA 22102

Course Description

This 12-hour (1.5 day) follow-on course prepares participants to effectively serve within the ALPA ASO Jumpseat structure in the role of their MEC jumpseat chair, jumpseat coordinator, or jumpseat committee member. This is the only specialty course in the jumpseat training curriculum.

Prerequisites

Students must successfully complete ALPA101 Foundational ALPA Service Training (FAST) before attending this course. It is recommended that students enroll in the FAST course concurrently with this course. To conserve travel costs, students should attend the FAST course that immediately precedes this course.

Major Course Goal

During this course you will be able to **demonstrate knowledge** of jumpseat history and policy in the U.S. and Canada, **access and apply** jumpseat regulations and resources, **develop** communication and soft skills, **advocate** unrestricted PIC authority for all jumpseat operations to succeed in your role in facilitating jumpseat travel. You will be able to **recognize** the importance of your meta-leadership role in the ASO Aviation Jumpseat mission, and how non-compliance may result in loss of jumpseat privileges for all pilots.

Course Schedule

Day One

- History
- Regulations
- CASS
- KCM and RAIC
- Meta-leadership
- Jumpseat Chair
- Jumpseat Council
- Air Safety Forum

- Chair as Educator
- Etiquette
- Communication
- Special Circumstances
- Succession

Day Two

- Scenario based training
- Exam

Instructional Strategies

The course is mostly an interactive lecture. Lecture periods are broken into short segments that are interspersed with student activities. Some topics are covered in a discussion format rather than lecture. Activities allow students to access content online, answer online quiz questions, make decisions, commit to and advocate their positions. Students also practice soft skills—collaborating with each other to produce consensus on problems with multiple “correct” solutions.

Grading Policies

In addition to attendance, course completion requires participation in all in-class activities, and successful completion of a 20-question final exam. See assignments.

Assignments

Small group participation (required)	Pass/Fail
Final Exam	70% Pass

Classroom Expectations

To maintain an effective learning environment, professional behavior is expected and appreciated at all times. ALPA training requires a safe place where students and teachers can feel open to discuss sensitive issues. Demonstrating consistent sensitivity to others' needs, opinions, and feelings is critical to success in ALPA work. Consequently, propriety and good taste in conduct and appearance are the standards. If in doubt, refrain from sharing things that may cause one to question your good taste.

All students are expected to demonstrate active listening skills throughout the course. While academic freedom is always fostered in the course, disagreements are always discussed in a courteous and respectful manner. The golden rule, “do unto others as you would have them do unto you” is the general expectation.

In some cases, topics that are raised for discussion may not arise in the order they are presented in the course. The instructors reserve the right to temporarily set these topics aside to be discussed later.

Classroom Policies and Procedures

Arriving late

Time is at a premium. Late arrivals reduce the limited available time. Since we take regular breaks, it is important that students return to class after breaks in a timely manner. We request late arrivals to quietly take a seat without disturbing an ongoing discussion.

Assignments

Before arriving in class, please read the course syllabus. This document is available for free download at www.alpa.org/JET. All other assignments are completed in class.

Attendance

The hands-on nature of this course requires full attendance. If an emergency precludes attendance for all 12 hours, arrangements may be made to make-up as much as one hour after class. Missing more than 2 hours will require students to re-enroll and complete the full 12-hour course again. **Early dismissal from class to accommodate travel is not possible. Plan to attend the full course.**

Dress code

Business casual dress is expected.

Final Exam

Students may access their handwritten notes. Online materials are not available for the final exam and participants are expected to do their own work without assistance from other students.

Supplies and materials

Please bring the following materials which are **required at the start of the course**:

- Laptop, tablet or large screen phone with Wi-Fi capability
- Internet browser
- ALPA application (free) available at apple and play stores
- Socrative student application (free) available at apple and play stores
- Additional in-class references are available at **www.alpa.org/JET**
- Notetaking materials

“We cannot solve our problems with the same thinking we used when we created them.”

-- Albert Einstein