

To: ATI Students («First\_Name» «Last\_Name»)

From: Domenic Proscia, Vice President of Training

Re: ATI Make-up Hours

Date: July 24, 2020

Vaughn College is now ready to begin working with ATI students seeking to complete missed lab hours due to the COVID-19 shutdown. The ATI is anticipating a start date for makeups on Monday, July 27, 2020.

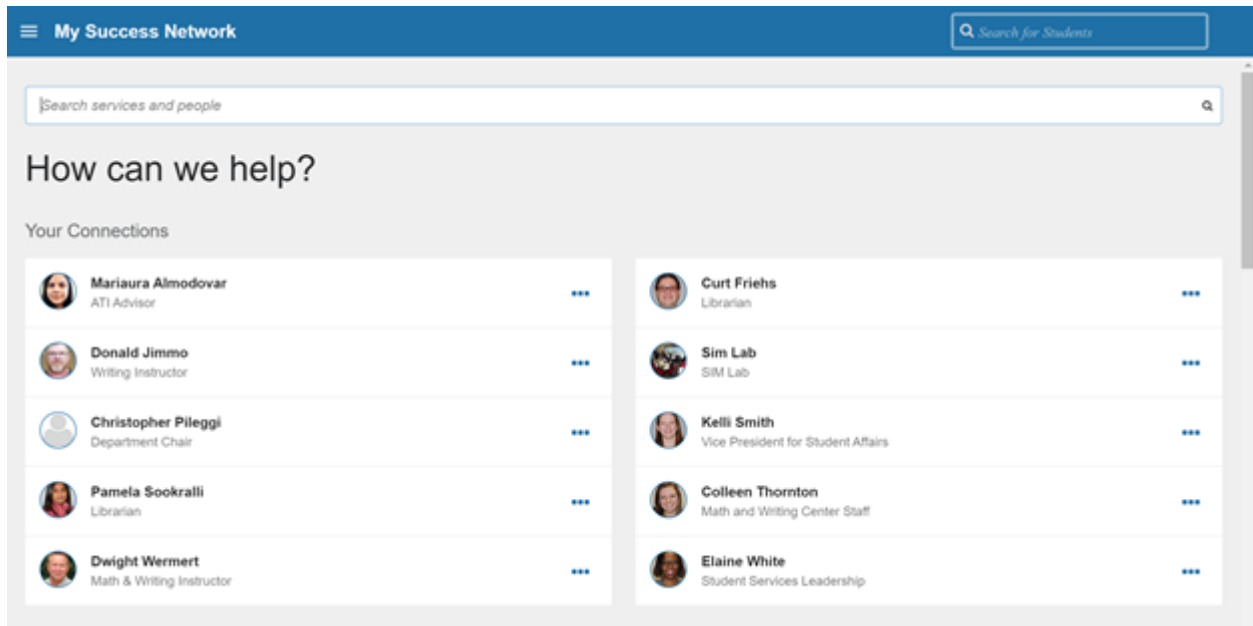
### **Approach to Makeup Hours**

Our first priority is make-up hours needed to complete the spring semester while paying very close attention to international students who are either in their last semesters or close to program completion. The next group we are looking at are students who completed PP02 either in the spring or summer and need to makeup hours. After that, we will move to those students who need to makeup powerplant hours, then airframe and general classes. After we have completed spring makeup hours we will turn to summer. We will work very closely with students to make sure that their missing hours are made up following FAA guidelines.

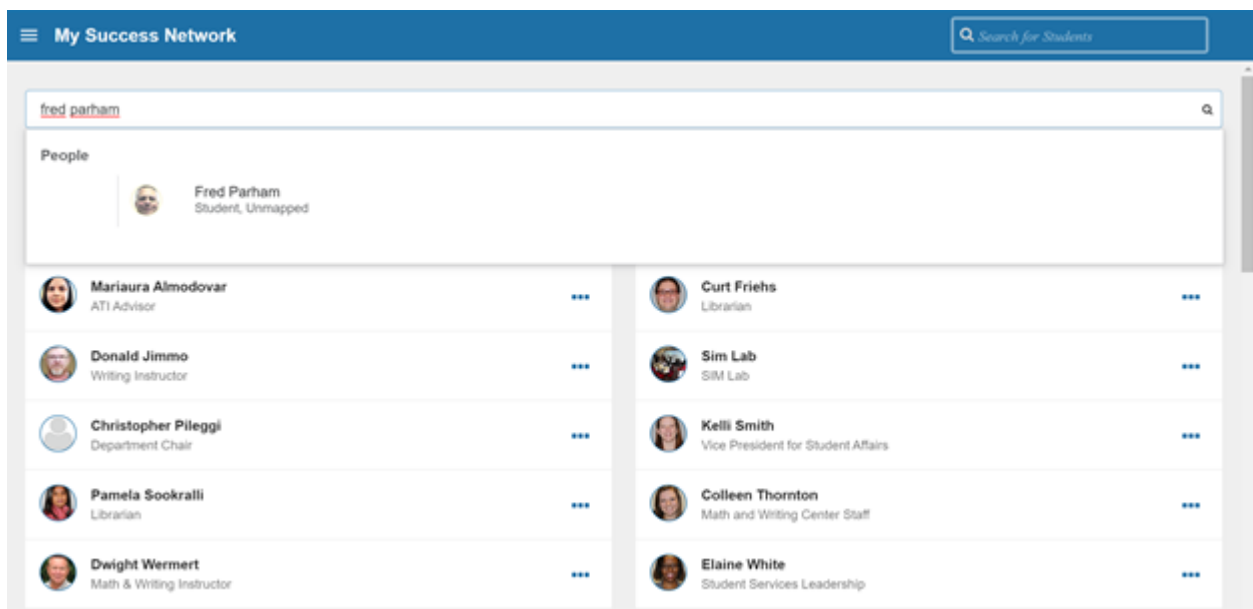
### **Scheduling Makeup Time**

In order to schedule makeup time, you will use Starfish. Sign-up instructions are below:

Students can access Starfish from Vaughn's website on the top right-hand corner near the search bar, or by logging into their "my Vaughn" account. When a student logs onto Starfish, the homepage will appear as their success network. Students can also access this page again by clicking the menu button on the top left-hand corner of the screen.



In the search bar on the top of the home page, students will search “Fred Parham,” and select the instructor when he appears below the search bar.



After selecting Fred, students will be brought to a page which lists his office hours.



Fred Parham  
Student, Unmapped

SCHEDULE APPOINTMENT

Contact

[Send an email](#)

Services

[ATI Makeups](#)

This Week's Office Hours

- AC32L makeup with Fernando Almeida, 8am-1:50pm: Wednesday 7:45 - 8:00 AM
- AE20L makeup with Gerald Anthony, 10am-1:50pm: Monday 10:00 - 10:15 AM
- AE20L makeup with Godfrey Rollins, 9am-3:50pm: Tuesday 9:00 - 9:15 AM
- GO41L makeup with Pedro Martinez, 9am-3:50pm: Tuesday 8:45 - 9:00 AM
- PE30L makeup with Jorge Aviles, 1pm-4:50pm: Wednesday 1:15 - 1:30 PM
- PO60L makeup with Samer Elsayed, 5pm-10:50pm: Monday 5:00 - 5:15 PM
- PO60L makeup with Sarabjit Singh, 8am-3:50pm: Tuesday 8:00 - 8:15 AM
- PP53L makeup with Antoine Deetjen, 11am-1:50pm: Monday 11:00 - 11:15 AM
- PP53L makeup with Antoine Deetjen, 11am-1:50pm: Tuesday 11:00 - 11:15 AM
- PP53L makeup with Antoine Deetjen, 11am-1:50pm: Wednesday 11:00 - 11:15 AM
- PP53L makeup with Scott Rathjen, 7:30am-10:30am: Monday 7:30 - 7:45 AM
- PP53L makeup with Scott Rathjen, 7:30am-10:30am: Tuesday 7:30 - 7:45 AM
- PP53L makeup with Scott Rathjen, 7:30am-10:30am: Wednesday 7:30 - 7:45 AM
- PP61L makeup with Carl Lewis, 8am-3:50pm: Monday 8:00 - 8:15 AM
- PP61L makeup with Carl Lewis, 8am-3:50pm: Wednesday 8:00 - 8:15 AM

Students will make note of the appointment date and time needed, then click schedule appointment.

Following this, students will be prompted to make an ATI Makeup appointment:



Fred Parham  
Student, Unmapped

What do you need help with?

ATI Makeup


ATI Makeup

[CANCEL](#)

[CONTINUE](#)

After clicking continue, students will be directed to the appointment times. From here, they will be able to select the appointment that corresponds with the makeup sessions from the previous page.

**Schedule Appointment** Search for Students

 **Fred Parham**  
Student, Unmapped

**What day and time works for you?**  
The appointment times you see do not overlap with your already scheduled appointments.

07-27-2020 → 07-29-2020 **Show:** All session types

← **July 2020** →

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Monday, July 27 8 available

- 7:30 am - 7:45 am 15m  
ATI
- 8:00 am - 8:15 am 15m  
ATI
- 9:00 am - 9:15 am 15m  
ATI

[BACK](#) **CONTINUE**

Appointment details will appear in the confirmation on the following page. After confirming the appointment, students will be sent a reminder email. Additionally, Fred should receive a registration email that can be forwarded to the correct instructor.

**Fred Parham**

Student, Unmapped

Does this look correct?

## Date and Time

Monday, July 27  
7:30 am – 7:45 am

## Location

ATI

## Meeting Instructions

PP53L makeup with Scott Rathjen Time: 7:30am-10:30am Location: T117, Overflow  
T121

## Reason for Visit

ATI Makeup [Change](#)

If you want, tell us a little bit about what's going on so we can help

[BACK](#)[CONFIRM](#)

## Health and Safety Protocols

When you return, the campus will feel different. We are reducing the number of students in classrooms by 50 percent, and in most cases splitting classes into two different groups operating in two different rooms.

All instructors and students must wear masks, and in some cases when working in teams you will also be required to wear face shields as well. In general, we, as a community, need to maintain a 6-foot distance between each other and workspaces will be clearly marked providing that separation.

Before entering the building for the first time, please complete a mandatory travel questionnaire. Click here for travel questionnaire:

Travel Assessment Form (Students)Form:

<https://forms.office.com/Pages/ResponsePage.aspx?id=v7Kqc9ZPbkiWK9a5qY7I6d1qxMDRWXZihITIGlw4haxUQ0gzOUJXRzVOVVpRS0RNUDRIS0NPTFBHWi4u>

You will only need to fill out the travel questionnaire once except if you travel outside of the tri-state area for any reason. You will need to complete the travel questionnaire again in order to re-enter campus.

Every student must complete a health screening prior to coming to campus. The screening must be completed each day that you come to campus and before entering any buildings. Click here for link to health questionnaire:

Mandatory Health Screening Assessment (Students)Form:

<https://forms.office.com/Pages/ResponsePage.aspx?id=v7Kqc9ZPbkiWK9a5qY7I6d1gxMDRWXZlhlTIGlw4haxURTdSOVQyRDRQUjBTWDRKRzMxSVRPMENVUS4u>

The links to the travel and health questionnaires are also on the Vaughn College website – coronavirus page found at: [www.vaughn.edu/coronavirus](http://www.vaughn.edu/coronavirus).

New cleaning procedures across the institution have been put in place. When you are in labs, I am asking all students to get into the habit of wiping down tools with disinfectant before and after use. Disinfectant will be distributed to you by instructors.

Please keep in mind the following:

- No food or drink will be allowed to be consumed in the ATI building. Tables will be set-up outside on 43 Street for your convenience, outdoor dining areas are available at the main campus as well.
- No visitors or guests (including children) are allowed in any campus buildings
- IDs are required
- There is no van service, so please use street parking near the ATI building.
- Here is an MTA link to help plan your trip, please use the ATI building address, which is 43-05 23<sup>rd</sup> Avenue Astoria NY 11105  
[http://www.tripplanner.mta.info/mytrip/ui\\_web/customplanner/TripPlanner.aspx](http://www.tripplanner.mta.info/mytrip/ui_web/customplanner/TripPlanner.aspx)
- If a lab is scheduled in the main building, parking is available in the main lot.

If you have any questions about the process for returning to do your makeup time, please contact Frank Wang at [frank.wang@vaughn.edu](mailto:frank.wang@vaughn.edu) or you can get assistance Monday to Friday at the Zoom front desk:

- **Hours:** Monday through Friday from 9 a.m. to 6 p.m.
- Join by entering **Zoom Meeting Room ID# 989-7485-1705**, or by clicking <https://vaughn.zoom.us/j/98974851705>.
- If you have questions about the Vaughn Zoom Front Desk, please contact [Nikiya.Thomas@vaughn.edu](mailto:Nikiya.Thomas@vaughn.edu).

We appreciate your continued cooperation and patience as we work to return to campus.

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INTEROFFICE MEMORANDUM

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**TO:** ATI STUDENTS

**FROM:** DOMENIC PROSCIA, [domenic.proscia@vaughn.edu](mailto:domenic.proscia@vaughn.edu)

**SUBJECT:** COVID-19 RELATED DEVIATIONS

**DATE:** MAY 6, 2020

**CC:** DEBBIE SYPECK ([debbie.sypeck@vaughn.edu](mailto:debbie.sypeck@vaughn.edu))  
FRED PARHAM ([fred.parham@vaughn.edu](mailto:fred.parham@vaughn.edu))

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As you are aware, the Aviation Training Institute, along with the whole of Vaughn College will continue to use D2L and Zoom conferencing for Summer I classes starting on Monday May 11 in response to the continued concerns of the coronavirus (Covid-19) outbreak.

We have received further approvals allowing us additional flexibility under the FAA's revised special guidance (AFS300) for part 147 aviation training maintenance schools regarding training interruptions. As soon as the new guidance was released, we created a deviation request seeking temporary approval for summer providing additional hours to our online approvals.

The ATI has also requested and has been approved for a temporary examination and testing procedure, allowing us to move all exams to the D2L system.

Beginning Monday, May 11, your instructors will be holding the classes listed below via the D2L/Zoom platforms. You will need to log into those classes at regular scheduled times and participation is required for attendance ensuring you receive credit for the hours done online. If a student misses, or is late for a class, we will be following the same makeup process as we normally do and makeups will need to be completed. Missed work must be made up via D2L and the faculty member will provide the requirements for a two-page summary (per hour missed) which will be uploaded into D2L for credit for missed classwork.

Questions about access to D2L/Zoom and other important information about coronavirus may be found at: [www.vaughn.edu/coronavirus/](http://www.vaughn.edu/coronavirus/)

The following is a listing of temporarily approved classes for summer along with non-approved classes with descriptions clarifying what we can do:

GD01 Introduction to Aircraft Graphics – All instruction will take place online

GE10 Basic DC/AC Electricity – All instruction will take place online

GE10L Basic DC/AC Electricity Lab - Hours 37 thru 54 can be done online (Calculate and measure capacitance and inductance, and calculate and measure electrical power) - must be done in GE10 lab and can begin once instructors are able to return to campus- All other hours deferred

GL31L Aircraft Weight and Balance Lab - Instruction will take place online, except hour 42 (weigh aircraft and interpret scale readings) which will be deferred

GM21 Aircraft Material & Processes - All instruction will take place online

GM21L Aircraft Material & Processes Lab - Instruction deferred until return to campus

GO41 Aircraft Operations and Publications - All instruction will take place online

GO41L Aircraft Operations and Publications lab - Hours 28-30 (Perform Dye Penetrant, Eddy Current, Ultrasonic and Mag Particle Insp through demo), 34 (Ground ops hazards - using videos/demo), and hours 37-39 (Identify and select fuels) Can be done online. All other hours deferred

GP01L Introduction to Aircraft Physics - All instruction will take place online

AA02 Certificate Preparation-Airframe/General – All instruction will take place online

AC32 Aircraft Structures I - All instruction will take place online

AC32L Aircraft Structures I Lab - Instruction deferred until return to campus

AC41 Aircraft Structures II - All instruction will take place online

AC41L Aircraft Structures II Lab - Instruction deferred until return to campus

AE20 Aircraft and Engine Electrical - All instruction will take place online

AE20L Aircraft and Engine Electrical Lab - Hours 14-17 (Nylon Connectors, Molex, lacing) and hours 18-22 (leads, pin ID and circuit breaker and transformer check). All other Instruction deferred until return to campus

AH31 Hydraulics and Pneumatics I - All instruction will take place online

AH31L Hydraulics and Pneumatics I Lab - Hours 1-20 (Repair Hydraulic and Pneumatic Power Systems Components) – by in lab demo and can begin once instructors are able to return to campus , all other instruction deferred until return to campus

AH40 Aircraft Landing Gear Systems - All instruction will take place online



AH40L Aircraft Landing Gear Systems Lab -Hours 37-39 (speed stall takeoff warning sys trace) , all other Instruction deferred until return to campus

AL32 Aircraft Rigging and Alignment - All instruction will take place online

AL32L Aircraft Rigging and Alignment Lab - Only hours 1-8 (wing twist, wash in/out, balancing and leveling/symmetry check can be done by demonstration and can begin once instructors are able to return to campus. All other instruction deferred until return to campus

AS41 Aircraft Systems - All instruction will take place online

AS41L Aircraft Systems Lab - All instruction will take place online

AS42 Aircraft Avionics Systems- All instruction will take place online

AS42L Aircraft Avionics Systems Lab - All instruction will take place online

PC52 Aircraft Ignition Systems - All instruction will take place online

PC52L Aircraft Ignition Systems Lab - Instruction will take place online (Level 2) through demonstrations by instructor

PE30 Engine Electrical Systems - All instruction will take place online

PE30L Engine Electrical Systems Lab - Instruction deferred until return to campus

PO60 Aircraft Maintenance Operations - All instruction will take place online

PO60L Aircraft Maintenance Operations Lab - Instruction deferred until return to campus

PP02 Certification Review – Powerplant - - All instruction will take place online

PP53 Powerplant Theory and Maintenance - All instruction will take place online

PP53L Powerplant Theory and Maintenance Lab - Instruction will take place online (Level 2) through demonstrations by instructor along with an added second instructor and can begin once instructors are able to return to campus

PP61 Turbine Engine Maintenance - All instruction will take place online

PP61L Turbine Engine Maintenance Lab -If instructors are allowed back on campus we can do hours 1-13 (Remove cowling, remove turbine section, hot section inspection, disassemble, inspect, reassemble APU) , and hours 56-57 (ignition system schematic), and hours 70-80 (Pneumatic starting system) and hours 90-92 (APU disassemble/reassemble) All other instruction deferred until return to campus - can begin once instructors are able to return to campus

PS51 Powerplant Systems I - All instruction will take place online

PS51L Powerplant Systems I Lab - Hours 1-4 (properties of lubricants, remove replace sump, inspect oil pump), hours 12-17 (ice/rain, air intake heat exchanger, supercharger, airflow and temperature control), hours 21-23 (cooling system), hours 34-36 (exhaust system components) Hours 46-63 online (Thrust reverser fam, Repair prop control sys - via videos/demo) all else deferred until return to campus

PS60 Powerplant Systems II - All instruction will take place online

PS60L Powerplant Systems II Lab - Hours 30-33 online (Repair engine fuel sys components) all else deferred until return to campus

### **What should students do right now?**

1. Ensure that you know your D2L password. Login to <http://d2l.vaughn.edu>. Your login is your full Vaughn email address. Your password is the same as your email password.
2. Login to the shell for every course that you are taking. Each instructor will post an announcement with the method by which they will teach online. If you cannot see the announcement, please email your instructor as soon as possible.
3. Download and install the Zoom client on any computer from which you might be attending your online class. You can access the client from: <https://zoom.us/download>.
4. Find a quiet space to attend with strong WiFi. Make a plan for where you will be when you attend an online course that is using Zoom for synchronous meetings. You should show up to your online course 10 minutes before the class start time.

If you have specific questions, please feel free to email me at [Domenic.proscia@vaughn.edu](mailto:Domenic.proscia@vaughn.edu).

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INTEROFFICE MEMORANDUM

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**TO:** ATI STUDENTS

**FROM:** DOMENIC PROSCIA ([DOMENIC.PROSCIA@VAUGHN.EDU](mailto:DOMENIC.PROSCIA@VAUGHN.EDU))

**SUBJECT:** COVID-19 UPDATE 4.27.20

**DATE:** APRIL 27, 2020

**CC:** DEBBIE SYPECK ([DEBBIE.SYPECK@VAUGHN.EDU](mailto:DEBBIE.SYPECK@VAUGHN.EDU))  
FRED PARHAM ([FRED.PARHAM@VAUGHN.EDU](mailto:FRED.PARHAM@VAUGHN.EDU))

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As you are aware, the Aviation Training Institute at Vaughn College has moved to using D2L and Zoom conferencing in response to the coronavirus (Covid-19) outbreak.

Recently the FAA has released revisions to their special guidance (AFS300) for part 147 aviation training maintenance schools regarding training interruptions. We created a deviation request seeking temporary approval for an increased amount of lab subject matter to be taught by alternative means along with the complete lecture curriculum and for flexibility with handling prerequisites. This request now includes summer classes.

The ATI has also requested and has been approved for a temporary examination procedure that allow faculty and students to assess performance directly within the D2L system. We have been working with the FAA to also have any work you may have missed in D2L/Zoom be made up within the D2L platform itself, while in certain situations extending the timeframe allowed for submission.

I want to stress to the ATI community that if a particular subject is not completed in the spring, a grade of incomplete will be issued. This grade will be changed once we begin the process of allowing students back on campus. **It is important to note, that you can continue to register for higher-level classes, even with an incomplete grade.**

We are planning to begin the summer one semester on D2L, and I encourage you to register as you normally would. Once we get back, there will be multiple makeup opportunities for you to get back on track with your lab classes. Please remember the makeup will be competency-based and not based on contact hours, so the opportunity to get back on track will likely be a speedier process.

Your advisers are prepared to work with you should you have any questions about summer schedules as well. Debbie Sypeck and Fred Parham are also available if you seek additional assistance.

Questions about access to D2L/Zoom and other important information about coronavirus may be found at: [www.vaughn.edu/coronavirus/](http://www.vaughn.edu/coronavirus/)

I look forward to a return to campus and hoping health stays with you all and with your families!

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**INTEROFFICE MEMORANDUM**

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**TO:** ATI STUDENTS

**FROM:** DOMENIC PROSCIA, ([DOMENIC.PROSCIA@VAUGHN.EDU](mailto:DOMENIC.PROSCIA@VAUGHN.EDU))

**SUBJECT:** COVID-19 UPDATE 3.29.20

**DATE:** MARCH 29, 2020

**CC:** DEBBIE SYPECK ([DEBBIE.SYPECK@VAUGHN.EDU](mailto:DEBBIE.SYPECK@VAUGHN.EDU))  
FRED PARHAM ([FRED.PARHAM@VAUGHN.EDU](mailto:FRED.PARHAM@VAUGHN.EDU))

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ATI Students:

With guidance from the FAA, many ATI classes were able to move to an online platform using D2L and Zoom. I encourage you to participate in all classes that are listed as regular attendance, as typical in all ATI classes, is mandatory.

We are aware that some labs are difficult to do virtually, the FAA has granted us flexibility in providing some of that training in a compressed format when we return to campus. I want to stress that, although these times may seem difficult, we will get through this together.

We will work hard to ensure that all of your classes are completed in a timely manner and that students will achieve the stated learning outcomes. If for some reason you are delayed in completing courses before the summer term begins, we have the authority to grant incompletes as you proceed with summer courses, therefore protecting the work you have already accomplished while keeping you on track with your original graduation date.

During this nationwide crisis, it is important to remember that we are in this together, Vaughn continues to offer its students all services, including student advisement and tutoring. If you have difficulties, let us know, as we will connect you to resources. Please check the [www.vaughn.edu/coronavirus](http://www.vaughn.edu/coronavirus) page often, as important messages and instructions are located there.

I look forward to a return to normalcy and hoping health stays with you all and with your families!

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**INTEROFFICE MEMORANDUM**

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**TO:** ATI STUDENTS

**FROM:** DOMENIC PROSCIA, [domenic.proscia@vaughn.edu](mailto:domenic.proscia@vaughn.edu)

**SUBJECT:** COVID-19 RELATED DEVIATIONS

**DATE:** MARCH 13, 2020

**CC:** DEBBIE SYPECK ([debbie.sypeck@vaughn.edu](mailto:debbie.sypeck@vaughn.edu))  
FRED PARHAM ([fred.parham@vaughn.edu](mailto:fred.parham@vaughn.edu))

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As you are aware, the Aviation Training Institute, along with the whole of Vaughn College will move to using D2L and Zoom conferencing on Monday, March 16, 2020 in response to the growing concerns of the coronavirus (Covid-19) outbreak.

On March 12, the FAA released special guidance (AFS300) for part 147 aviation training maintenance schools regarding training interruptions along with applicable deviations to order 8900.1. As soon as the guidance was released, we created a deviation request seeking temporary approval for certain subject matter to be taught by alternative means. On March 13, we submitted the request and on the same day received approval for alternate teaching methods.

Vaughn College's academic departments have had a long history of working with various online platforms and D2L along with Zoom conferencing are the current platforms that we are using. We are offering scheduled training sessions for ATI instructors.

The ATI has also requested and has been approved for a temporary examination and testing procedure, allowing us to move all exams to the D2L system. This system is commonly used by many higher education institutions and testing through their delivery system is common among academic classes within Vaughn College.

Beginning Monday, March 16, your instructors will be holding the classes listed below via the D2L/Zoom platforms. You will need to log into those classes at regular scheduled times and participation is required for attendance ensuring you receive credit for the hours done online. If a student misses, or is late for a class, we will be following the same makeup process as we normally do and makeups will need to be completed. The details for how those make-ups will be completed is a process we still need to determine.

Questions about access to D2L/Zoom and other important information about coronavirus may be found at: [www.vaughn.edu/coronavirus/](http://www.vaughn.edu/coronavirus/)

The following is a listing of temporarily approved classes along with non-approved classes with descriptions clarifying what we can do:

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- GE10L Basic DC/AC Electricity Lab - Hours 37 thru 54 can be done online (Calculate and measure capacitance and inductance, and calculate and measure electrical power) - must be done in GE10 lab - All other hours deferred
- GL31L Aircraft Weight and Balance Lab - Instruction will take place online, except hour 42 (weigh aircraft and interpret scale readings) which will be deferred
- GM21 Aircraft Material & Processes - All instruction will take place online
- GM21L Aircraft Material & Processes Lab - Instruction deferred until return to campus
- GO41 Aircraft Operations and Publications - All instruction will take place online
- GO41L Aircraft Operations and Publications lab - Hours 34 (Ground ops hazards - using videos), and hours 37-39 (Identify and select fuels) Can be done online - All other hours deferred
- GP01L Introduction to Aircraft Physics - All instruction will take place online
- AA02 Certificate Preparation-Airframe/General - Instructors will review prepware questions and administer weekly exams online and screening will take place when campus reopens
- AC32 Aircraft Structures I - All instruction will take place online
- AC32L Aircraft Structures I Lab - Instruction deferred until return to campus
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- AC41L Aircraft Structures II Lab - Instruction deferred until return to campus
- AE20 Aircraft and Engine Electrical - All instruction will take place online
- AE20L Aircraft and Engine Electrical Lab - Instruction deferred until return to campus
- AH31 Hydraulics and Pneumatics I - All instruction will take place online
- AH31L Hydraulics and Pneumatics I Lab - Instruction deferred until return to campus
- AH40 Aircraft Landing Gear Systems - All instruction will take place online
- AH40L Aircraft Landing Gear Systems Lab - Instruction deferred until return to campus
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AS41 Aircraft Systems - All instruction will take place online

AS41L Aircraft Systems Lab - All instruction will take place online

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AS42L Aircraft Avionics Systems Lab - All instruction will take place online

PC52 Aircraft Ignition Systems - All instruction will take place online

PC52L Aircraft Ignition Systems Lab - Instruction will take place online (Level 2) through demonstrations by instructor

PE30 Engine Electrical Systems - All instruction will take place online

PE30L Engine Electrical Systems Lab - Instruction deferred until return to campus

PO60 Aircraft Maintenance Operations - All instruction will take place online

PO60L Aircraft Maintenance Operations Lab - Instruction deferred until return to campus

PP02 Certification Review – Powerplant - - Instructors will review prepware questions and administer weekly exams online and screening will take place when campus reopens

PP53 Powerplant Theory and Maintenance - All instruction will take place online

PP53L Powerplant Theory and Maintenance Lab - Instruction will take place online (Level 2) through demonstrations by instructor along with an added second instructor

PP61 Turbine Engine Maintenance - All instruction will take place online

PP61L Turbine Engine Maintenance Lab - Instruction deferred until return to campus

PS51 Powerplant Systems I - All instruction will take place online

PS51L Powerplant Systems I Lab - Hours 46-63 online (Thrust reverser fam, Repair prop control sys - via videos/demo) all else deferred until return to campus

PS60 Powerplant Systems II - All instruction will take place online

PS60L Powerplant Systems II Lab - Hours 30-33 online (Repair engine fuel sys components) all else deferred until return to campus

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If you have specific questions, please feel free to email me at [Domenic.proscia@vaughn.edu](mailto:Domenic.proscia@vaughn.edu).