AVIA 214 - Airport Manager Interview Assignment
(Two parts – Written Report, Oral Report with PPT)

Written Report Instructions

Cover Page (See Cover Page example, last page)  DUE DATE – April 21, 2010

1. Use the writing instructions I gave out during the first week of Spring Term. Prepare the 2nd assignment, the Airport Manager Interview. Your 2nd assignment submission must have:
   a. A Cover page (see Example, last page)
   b. The body of the paper
      - The first paragraph must describe which airport manager you interviewed, the airport that manager manages, the date of the interview, and the list of key issues and what your team learned from the interview. An introductory sentence with supporting bullet statements will suffice for the opening paragraph. The bullet statements should provide at least the:
         1. Airport name and general location of the airport,
         2. The Airport Manager’s name,
         3. The issue your team discussed with the Airport Manager that you felt were important
         4. What you learned
   c. A Reference Page (s) (Use MLA, APA or similar forma for reference entries)

2. Your report must include:
   a. The opening paragraph (see above)
   b. A brief description of the airport and the surrounding locale
   c. A graphic depiction or a photo image of the airport (Google Earth or any similar image will suffice)
   d. Statistics about the airport
      - Runways (Orientation, length, width, and instrument approaches)
      - Numbers and types of businesses on the airport
   e. Key issues the Airport Manager discussed during the interview
   f. Your perceptions regarding the issues the Airport Manager discussed
      - What was your analysis of the issues the Airport Manager talked about
      - Did you agree or disagree with the way the Airport Manager presented the issues? If so, why, if not, why not?
   g. What did you learn from your team’s research, the interview and from Team discussions before and after the interview, and during the report preparation.
      - What existing ideas did your team confirm
      - What new things did you learn while doing the assignment
      - Have your perceptions of airports and airport management changed, and if so, what and why

3. Prepare your Report using ARIAL Size 12 Font text. Use:
   a. Correct spelling and correct contextual word use
   b. Appropriate paragraphing and correct punctuation
   c. Active phrase and sentence structure throughout while not using any vague words
   d. Bullet statements where appropriate
ORAL REPORT with PPT INSTRUCTIONS

Oral Report

NOTE- Use presentation procedures, if you are unsure of what to do, see me and I will provide guidance on how to prepare and how to present

- Use the best presenters on your team (all team members DON’T need to present for this assignment),
- Plan a 15 to 17 minute presentation, using between approximately 12 and 20 slides (you may use more slides, you should not use fewer than 12 slides).
- PRACTICE YOUR PRESENTATION before you present
- If you include special features (embedded video or audio clips, etc) in your presentation, you must “dry run” the presentation in SC 238 the day before your presentation to the class to make sure all the special features of your presentation will work with SC 238 projection and audio equipment.

PowerPoint
1. Repeat the Written Report Cover Page Information in your first slide
2. Provide an Overview Slide which will outline your presentation (second slide)
3. Provide a brief description of the Airport and the surrounding locale in 3 to 5 slides
   a. A graphic or a photo image of the airport from above (Google Earth perspective)
   b. Statistics on the Airport (2 to 3 slides)
      i. Runways (Orientation, length, width, and approaches-if any)
      ii. Number and type of businesses on the airport
4. Introduce the Airport Manager – Background, photo if possible, any relevant details (you decide what is relevant), etc.
5. Identify the key issues the Airport Manager emphasized during the interview (2 or 3 slides), use Imagery combined with text bullet points, Team Presenters talk the points – DO NOT READ SLIDE TEXT TO YOUR AUDIENCE- We can all read, we read, you talk
6. Provide your perceptions of the interview and the information you learned (2 or 3 slides)
   a. Imagery and Bullet Points
   b. Include the Team’s assessment of Airport Manager’s comments and discussion
      i. Did you think the Airport Manager’s comments were valid, if so, why, and if not, why not
      ii. Explain each why or why not – Use Bullet points
7. Identify things learned during your research (2 or 3 slides)
   a. Imagery and Bullet Points
   b. Identify and describe the key ideas learned about airport management (Summary Slide)
      i. From the research
      ii. From the Interview
      iii. From Team Discussions
   c. (Important!!) Provide a slide (or slides) that shows all the sources that were part of the research for the Assignment
TEAM NAME
Team Member Name List - First and Last Name
(List by Last Name alphabetical order)

Airport Manager Interview

Airport Name
Airport Manager Name
Interview Date

Submission Date

(Keep all the Cover Page Data in the top 3rd of the Cover Page)