



# **I2 School for Professional Development Catalog**

**1150 Academy Park Loop, Suite 136**

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**Approved and Regulated by the Colorado Department of  
Higher Education, Private Occupational School Board**

I hereby Certify that the information presented in this document and all attachments are "Certified as True and Correct in Content and Policy."

\_\_\_\_\_, General Manager 11 Sep 09  
Dr. Heather J. S. Macias

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# Introduction

Welcome to the Imprimis, Inc. (i2) School for Professional Development. We currently provide a space education professional development series made up of three courses. These courses will provide you with a solid understanding of all aspects of space operations. We developed our Professional Development Series to aid job seekers and current employees to develop an understanding of space operations and to help businesses use space education for their employees to enhance present business opportunities and contract bids.

The Space Education Professional Development Series consists of the Space Executive Course, the Space Orientation Course and the Comprehensive Space Course.

The Space Executive Course is a one day course reserved for senior decision makers and business leaders who need to understand the basics of space operations to give them a "conversation level" of understanding and to enable them to recognize potential space opportunities.

The Space Orientation Course is a two day course designed for mid-level supervisors, program managers and business developers who need to understand space operations to a level that will allow them to supervise employees working on space related projects, recognize good ideas and initiatives from those employees and discuss space related issues with potential business partners and customers.

The Comprehensive Space Course is the flagship course of the Professional Development Series and is designed to prepare a workforce to support space related projects and work in any area of space operations. The course has two tracks, a week-long intense track of almost exclusively lecture, and a two day per week for four weeks track that includes practical exercises and visits. Both of these tracks prepare students to enter into any area of space operations.

The distinguished staff and instructors at i2 will help you to develop and expand your knowledge base to help you to be more competitive in all your future endeavors. Again, welcome to the i2 School for Professional Development!

# School Info

## Ownership:

The i2 School for Professional Development is owned by Imprimis Incorporated, a private company founded and owned equally by Mr. Michael G. Semmens and Mr. E. Paul Semmens. The original version courseware is co-owned by i2 and Mr. Rick Walker.

## Faculty and Staff:

|                                    |                    |
|------------------------------------|--------------------|
| <b>Resident Director:</b>          | Mr. Tom Falconer   |
| <b>In-State Agent :</b>            | Dr. Heather Macias |
| <b>Program Supervisor:</b>         | Mr. Tom Falconer   |
| <b>Guest Instructor:</b>           | Dr. Eligar Sadeh   |
| <b>Registrar:</b>                  | Ms. Mary Owens     |
| <b>Student Services/Registrar:</b> | Ms. Helen Porter   |
| <b>Financial Aid Counselor:</b>    | Ms. Cheryl Semmens |

## Courses Currently Offered:

|                          |             |  |
|--------------------------|-------------|--|
| Space Executive Course   | 8 Hours     | Graduates will have sufficient space operations knowledge to understand opportunities for organizational growth and will have the capability to lead and supervise space related corporate divisions.  |
| Space Orientation Course | 16/18 Hours | Graduates will have sufficient space operations knowledge for mid-level supervisory, program manager or business developers who are entering the space operations career field that will allow them to supervise employees working on space related projects, recognize good ideas and initiatives from those employees and discuss space related issues with potential business partners and customers. |

Comprehensive Space Course 45/72 Hours Graduates will have sufficient space operations knowledge to acquire an entry level position in support of space related projects and work in any area of space operations.

### **Course Schedule:**

The course schedule is available on line at [www.imprimis-inc.com](http://www.imprimis-inc.com). I2 reserves the right to change course dates at any time prior to any student signing up for the course to be changed. Once students have signed up for a course, the dates will not change except in the event of extreme circumstances, and every effort will be made to reschedule students into the next available class or the future class of the student's choosing. If the student decides not to attend the class due to the schedule change, all tuition and fees will be refunded without penalty. The current course calendar for 2009 is shown below:

Space Executive Course – 2009 - 7 Jan, 7 Apr, 18 May, 9 Jun, 15 Jul, 15 Oct; 2010 – 12 Jan, 14 Apr, 12 May, 8 Jun, 15 Jul, 5 Oct

Space Orientation Course – 2009 - 14-15 Jan, 18-19 Feb, 18-19 Mar, 8-9 Apr, 13-14 May, 17-18 Jun, 8-9 Jul, 5-6 Aug, 10-11 Sep, 7-8 Oct, 4-5 Nov, 9-10 Dec; 2010 – 20-21 Jan, 10-11 Feb, 10-11 Mar, 7-8 Apr, 5-6 May, 16-17 Jun, 8-9 Jul, 11-12 Aug, 21-22 Sep, 13-14 Oct, 16-17 Nov, 15-16 Dec

Comprehensive Space Course – 2009 - 23-27 Feb, 9-13 Mar, 20-24 Apr, 22-26 Jun, 20-24 Jul, 17-21 Aug, 21-25 Sep, 19-23 Oct, 16-20 Nov; 2010 – 22-26 Feb, 22-26 Mar, 19-23 Apr, 21-25 Jun, 19-23 Jul, 23-27 Aug, 18-22 Oct, 6-10 Dec

Comprehensive Space Course 72 – 2009 – 9-31 Mar, 20 Apr-12 May, 22 Jun-14 Jul, 20 Jul-11 Aug, 17 Aug-9 Sep, 21 Sep-14 Oct, 19 Oct-10 Nov, 16 Nov-8 Dec; 2010 – 22 Feb-9 Mar, 22 Mar-13 Apr, 19 Apr-11 May, 21 Jun-13 Jul, 19 Jul-10 Aug, 23 Aug-14 Sep, 18 Oct-9 Nov, 6-28 Dec

### **Enrollment Requirements:**

Enrollment can be accomplished on line or in person at the school, however, enrollment for any specific class will close three business days prior to start of class.

### **Placement Assistance:**

The i2 Professional Development School will arrange, free of charge, a mini job fair during the lunch hour of the last day of the Space Orientation Course and the Comprehensive Space Course. I2 will invite hiring representatives in the local area to attend the job fair for the purpose of collecting resumes of graduating students. While assisting in your job search, we make no guarantee, expressed or implied, of future employment. Current law prohibits any school from guaranteeing job placement as an inducement to enroll students, but i2 will make a good faith effort to assist every student involved in a job search.

### **Facilities:**

The school is located at 1150 Academy Park Loop, Suite 136, Colorado Springs, CO, 80910. Our classrooms are furnished with modern equipment. Computer programs, charts, diagrams, and videos to enhance classroom activities are available.

# Conduct of Class

| Lesson Number | Time       | Title | Location         | Instructor |
|---------------|------------|-------|------------------|------------|
|               | 0800 -1200 |       | Classroom<br>TBD |            |
|               | 1300-1800  |       | Classroom<br>TBD |            |

- Classes will be held from 0800 – 1800 hrs.
- Classes will be 50 minutes in length with a 10 minute break every hour.
- Classes will start on time (tardiness and absences covered in the class attendance section).
- There will always be an instructor in the classroom to answer questions about the material presented.
- Misconduct of students during the class that becomes disruptive, offensive or potentially hazardous to other students or instructors will result in dismissal from the class without refund. Possession of weapons, illegal drugs, and alcohol of any kind are not allowed at any time on school property. Instructors will provide adequate warning to any student whose behavior is beginning to approach unacceptable standards.
- In the event of inclement weather, tune in to any of the local radio or TV news stations and comply with any delay or cancelation for Peterson AFB.
- Dismissal – Any student may be dismissed for violations of rules and regulations of the school, as set forth in school publications. A student may also be withdrawn from classes if he or she does not prepare sufficiently, neglects assignments, or makes unsatisfactory progress. The director, after consultation with all parties involved, makes the final decision. The Director of Education may temporarily suspend students whose conduct is disruptive or unacceptable to the academic setting. After appropriate counseling, students who demonstrate a genuine desire to learn and conform to school standards of conduct, may be allowed to resume attendance. The director will review each case and decide upon re-admittance.

# Class Attendance

- Late Arrivals –
  - ✓ The instructor may re-schedule or allocate additional time to give make-up instruction or allow the student to finish an examination / graded event if he feels the student has a valid reason for arriving late.
  
- Absences – There are three types of absences that can be coordinated and approved and make-up work is allowed:
  - ✓ Routine Absences: (<2 hour) Students who miss up to 2 hours of classroom instruction may coordinate directly with the instructors for make-up instruction. Make-up instruction will not be accomplished during class time. Instruction will be made-up during off duty hours, (subject to instructor availability if needed).
  
  - ✓ Prolonged Absences: (>2 Hours) Students who miss more than 2 hours of instruction will require approval of the Lead Instructor. Subject to approval, this make-up instruction will take place during off-duty hours, (subject to instructor availability if needed).
  
  - ✓ Unexcused Absences: Instructors will award a grade of zero for an unexcused examination absence and no certificate will be awarded.

# Student Evaluation Plan (SEP)

- Test and Graduation Standards. Students are evaluated on all course material in classes and handout study assignments. Academic evaluations are either written tests or practical or hands-on evaluations.
  - ✓ Written Tests: Students must achieve a grade of 70% or greater on every written test.
  - ✓ Performance Tests: Students must achieve a “GO” on every practical exercise evaluation.
  - ✓ Graduation Policy:
    - Students who attain the academic standards outlined in the course SEP will be declared graduates of the course (see Academic Grading and Test Plan)
    - Students who complete the requirements for completion will be awarded a certificate.
  - ✓ Distinguished Graduate: This designation is awarded to any student that passes the course with a grade of 100%.
- Evaluations:
  - ✓ Students are evaluated on all course material presented in class.
  - ✓ The evaluations are written examinations, practical exercise evaluations or performance oriented evaluations on the THAAD system / or THAAD system trainer. Grades will be reported to students during the class immediately following the examination, and the instructor will conduct a thorough review of the exam to include any question(s) missed.
- Academic Grading and Test Plan

- ✓ Academic subject matter is evaluated on a weighted percentage-point basis distributed among modules according to this SEP.
- ✓ Grades are calculated to a percentage determining correct answers calculated against that test weight. Minimum grade for all examinations is 70%.
  
- ✓ Re-Clama Procedures
  - A student may initiate a reclama whenever there is a disagreement on the validity of a test item. The student must submit a written reclama to the instructor prior to the end of the test review.
  
  - The following steps constitute the flow process for academic reclaims:
    - The students will submit written reclaims to the instructor. Reclaims need not be typed, but should clearly and concisely state the issues and justifying argument. An informal memorandum will be used and any documents required to support the reclama (classroom issue, solution sheet, etc...), must be attached.
  
    - The instructor will forward the reclama to the lead instructor and Test Control Officer.
  
    - The Lead Instructor and Test Control Officer will make a decision on the reclama and notify the student of the decision within two days (after consulting with the instructor as needed).
  
- ✓ Arbitration Procedures
  - If a student disagrees with the results of the re-clama process or feels he or she was unfairly treated for any reason in the class, the student can request a third party binding arbitration.

- Procedures for arbitration are included in the I2 Testing Standard Operating Procedures and Academic Policy and Procedures

✓ Additional Training to Improve Performance

- Students receiving a grade below 70% on any test will schedule retraining time with the instructor.
- At a minimum, the session will include a test review and explanation of all questions missed.
- For the performance oriented training and tests the instructor will cover the required instruction.

### **Retesting and Retraining**

- A deficient student is anyone with an average of less than 70% for a designated Written Exam and a “No Go” on a Practical Exam. All deficient students will be counseled following the standards outlined in this Student Handbook.
- ✓ A student will receive only one retest per graded event (written/practical exam identified in the SEP) and no more than two retests during a course.
- ✓ Different versions of the test will be used for each retest. First retests will be coordinated with the TCO, alternate TCO if applicable and the Lead Instructor.

### **Early and Make-up Tests**

- As soon as possible after an exam, the responsible instructor will notify the TCO and school registrar of any student absences.
- Upon receipt of a student’s request for absence from the course, the following action will be taken as appropriate:
  - ✓ Approval

- Instruction: When requested by a student, the course manager will coordinate make-up instruction within three days of his/her return, if such instruction is essential to future examination performance.
  - Examinations: Within three working days of a student's return, he may petition the course manager for a grade deletion or schedule a make-up examination. A student who fails to submit a petition may be given a grade of zero for the missed examination.
- ✓ Disapproval
- Instruction: The course manager is not required to provide make-up instruction. The student is responsible for all instruction missed.
  - Examinations. The student may petition the course manager for a make-up examination. At the discretion of the course manager and TCO, the student may be scheduled for a make-up examination, granted a grade deletion, or given a grade of zero for the examination missed.

## **Student Academic Counseling**

- Students will participate in academic counseling sessions conducted by instructors when necessary throughout the course to review academic progress.
- Students will be formally counseled whenever their academic standing falls to borderline failing status or if they fail to comply with the Standards of Academic Integrity and Conduct (or equivalent).

# Honor Code

- The I2 Professional Development Series operates on the honor principle, both in word and deed. The qualities of integrity and responsibility necessary for members of a military society cannot be reconciled with academic dishonesty.
- Under the honor code, a student is presumed to be honorable, i.e., one who does not lie, cheat, or steal.
- The following are honor code violations:
  - Cheating: Any attempt to receive or give unauthorized assistance from written or printed aids, from any person, or from another student's graded paper. No person who has completed an examination shall give information to one who has yet to take the same or a different version of that examination.
  - Plagiarism: The use of another person's idea or written work with the intent to pass the idea or copied work off as the student's own work.
  - Stealing: Acquisition without proper permission of any property, test, solutions, or instructional material designed to measure a student's knowledge of subject matter or procedure.
  - Forgery: Alteration or misuse of score cards, documents, or academic records.
  - Lying: Furnishing false information with the intent to deceive in order to improve their or another student's academic standing.
- When an instructor suspects that an honor violation has occurred involving students he will submit the infraction to the Lead Instructor or Course Manager. If the student is found to have violated this honor code, the student will be dismissed from the class immediately and will not receive a certificate. Depending on the severity of the violation, the student will be barred from attending any course of the Professional Development Series for a minimum of 30 days. After that time, each case will be evaluated independently to determine if the student may be re-instated. If a student feels the dismissal is unjustified, they may request a third party binding arbitration. Procedures for arbitration are included in the I2 Testing Standard Operating Procedures and Academic Policy and Procedures

# Space Course Schedules

## Space Executive Course:

| Module Number | Time               | Title                        | Location      | Instructor                |
|---------------|--------------------|------------------------------|---------------|---------------------------|
| Module 1      | 0800 - 0850        | Space History and Operations | I2 Classroom  | Mr. Falconer              |
| Module 2      | 0900 - 0950        | Space Law and Policy         | I2 Classroom  | Dr. Sadeh or Mr. Falconer |
| Module3       | 1000 - 1050        | Space Lift and Propulsion    | I2 Classroom  | Mr. Falconer              |
| Module 4      | 1100 - 1150        | Orbits and Space Environment | I2 Classroom  | Mr. Falconer              |
| <b>Lunch</b>  | <b>1150 - 1300</b> | <b>Catered Lunch</b>         | <b>Atrium</b> |                           |
| Module 5      | 1300 – 1350        | SATCOM and Remote Sensing    | I2 Classroom  | Mr. Falconer              |
| Module 6      | 1400 – 1450        | Global Positioning System    | I2 Classroom  | Mr. Falconer              |
| Module 7      | 1500 – 1550        | Space Command and Control    | I2 Classroom  | Mr. Falconer              |
| Module 8      | 1600 - 1650        | Future Space Programs        | I2 Classroom  | Mr. Falconer              |

## Space Orientation Course:

### Day 1:

| Lesson Number        | Time               | Title                        | Location        | Instructor                   |
|----------------------|--------------------|------------------------------|-----------------|------------------------------|
| Module 1<br>Lesson 1 | 0800 - 0850        | Space History and Operations | I2<br>Classroom | Mr. Falconer                 |
| Module 1<br>Lesson 2 | 0900 - 0950        | Space History and Operations | I2<br>Classroom | Mr. Falconer                 |
| Module 2<br>Lesson 1 | 1000 - 1050        | Space Law and Policy         | I2<br>Classroom | Dr. Sadeh or<br>Mr. Falconer |
| Module 2<br>Lesson 2 | 1100 - 1150        | Space Law and Policy         | I2<br>Classroom | Dr. Sadeh or<br>Mr. Falconer |
| <b>Lunch</b>         | <b>1150 - 1300</b> | <b>Catered Lunch</b>         | <b>Atrium</b>   |                              |
| Module 3<br>Lesson 1 | 1300 – 1350        | Space Lift and Propulsion    | I2<br>Classroom | Mr. Falconer                 |
| Module 3<br>Lesson 2 | 1400 – 1450        | Space Lift and Propulsion    | I2<br>Classroom | Mr. Falconer                 |
| Module 4<br>Lesson 1 | 1500 – 1550        | Orbits and Space Environment | I2<br>Classroom | Mr. Falconer                 |
| Module 4<br>Lesson 2 | 1600 - 1650        | Orbits and Space Environment | I2<br>Classroom | Mr. Falconer                 |
| Module 4<br>Lesson 3 | 1700 - 1750        | Orbits and Space Environment | I2<br>Classroom | Mr. Falconer                 |

### Day 2:

| Lesson Number        | Time               | Title                                   | Location        | Instructor   |
|----------------------|--------------------|---|-----------------|--------------|
| Module 5<br>Lesson 1 | 0800 - 0850        | SATCOM and Remote Sensing               | I2<br>Classroom | Mr. Falconer |
| Module 5<br>Lesson 2 | 0900 - 0950        | SATCOM and Remote Sensing               | I2<br>Classroom | Mr. Falconer |
| Module 6<br>Lesson 1 | 1000 - 1050        | GPS                                     | I2<br>Classroom | Mr. Falconer |
| Module 6<br>Lesson 2 | 1100 - 1150        | GPS                                     | I2<br>Classroom | Mr. Falconer |
| <b>Lunch</b>         | <b>1150 - 1300</b> | <b>Catered Lunch</b>                    | <b>Atrium</b>   |              |
| Module 7<br>Lesson 1 | 1300 – 1350        | Space Command, Control And Tactics      | I2<br>Classroom | Mr. Falconer |
| Module 8<br>Lesson 1 | 1400 – 1450        | Future Space Operations                 | I2<br>Classroom | Mr. Falconer |
| Module 8<br>Lesson 2 | 1500 – 1550        | Future Space Operations                 | I2<br>Classroom | Mr. Falconer |
| Test                 | 1600 – 1730        | Test (Open Book)                        | I2<br>Classroom | Mr. Falconer |
| Wrap up              | 1730 - 1750        | Test Review, Critiques and Certificates | I2<br>Classroom | Mr. Falconer |

## Comprehensive Space Course:

### Day 1:

| Lesson Number        | Time               | Title                             | Location      | Instructor   |
|----------------------|--------------------|-----------------------------------|---------------|--------------|
| Module 1<br>Lesson 1 | 0800 - 0850        | History of Space Exploration      | I2 Classroom  | Mr. Falconer |
| Module 1<br>Lesson 2 | 0900 - 0950        | History of Space Exploration      | I2 Classroom  | Mr. Falconer |
| Module 1<br>Lesson 3 | 1000 - 1050        | History of Space Exploration      | I2 Classroom  | Mr. Falconer |
| Module 1<br>Lesson 4 | 1100 - 1150        | History of Space Exploration + PE | I2 Classroom  | Mr. Falconer |
| <b>Lunch</b>         | <b>1150 - 1300</b> | <b>Catered Lunch</b>              | <b>Atrium</b> |              |
| Module 2<br>Lesson 1 | 1300 – 1350        | Space Operations                  | I2 Classroom  | Mr. Falconer |
| Module 2<br>Lesson 2 | 1400 – 1450        | Space Operations                  | I2 Classroom  | Mr. Falconer |
| Module 3<br>Lesson 1 | 1500 – 1550        | Space Operations                  | I2 Classroom  | Mr. Falconer |
| Module 3<br>Lesson 2 | 1600 - 1650        | Orbital Dynamics                  | I2 Classroom  | Mr. Falconer |
| Module 3<br>Lesson 3 | 1700 - 1750        | Orbital Dynamics                  | I2 Classroom  | Mr. Falconer |

### Day 2:

| Lesson Number        | Time               | Title                     | Location      | Instructor                |
|----------------------|--------------------|---------------------------|---------------|---------------------------|
| Module 4<br>Lesson 1 | 0800 - 0850        | Orbital Dynamics          | I2 Classroom  | Mr. Falconer              |
| Module 4<br>Lesson 2 | 0900 - 0950        | Orbital Dynamics          | I2 Classroom  | Mr. Falconer              |
| Module 4<br>Lesson 3 | 1000 - 1050        | Space Lift and Propulsion | I2 Classroom  | Mr. Falconer              |
| Module 5<br>Lesson 1 | 1100 - 1150        | Space Lift and Propulsion | I2 Classroom  | Mr. Falconer              |
| <b>Lunch</b>         | <b>1150 - 1300</b> | <b>Catered Lunch</b>      | <b>Atrium</b> |                           |
| Module 5<br>Lesson 2 | 1300 – 1430        | Space Lift and Propulsion | I2 Classroom  | Mr. Falconer              |
| Module 5<br>Lesson 3 | 1440 – 1530        | Space Environment         | I2 Classroom  | Mr. Falconer              |
| Module 6<br>Lesson 1 | 1500 – 1630        | Space Environment         | I2 Classroom  | Mr. Falconer              |
| Module 6<br>Lesson 2 | 1600 - 1650        | Space Environment         | I2 Classroom  | Dr. Sadeh or Mr. Falconer |
| Module 6<br>Lesson 2 | 1700 - 1750        | Space Environment         | I2 Classroom  | Dr. Sadeh or Mr. Falconer |

**Day 3:**

| <b>Lesson Number</b> | <b>Time</b>        | <b>Title</b>           | <b>Location</b> | <b>Instructor</b> |
|----------------------|--------------------|------------------------|-----------------|-------------------|
| Test 1               | 0800 - 0830        | All Day 1 & 2 Material | I2 Classroom    | Mr. Falconer      |
| Test 1               | 0830 - 0850        | Test 1 Review          | I2 Classroom    | Mr. Falconer      |
| Module 7 Lesson 1    | 0900 - 0950        | GPS Classroom          | I2 Classroom    | Mr. Falconer      |
| Module 7 Lesson 2    | 1000 - 1050        | GPS Classroom          | I2 Classroom    | Mr. Falconer      |
| <b>Lunch</b>         | <b>1150 - 1300</b> | <b>Catered Lunch</b>   | <b>Atrium</b>   |                   |
| Module 7 Lesson 3    | 1300 – 1430        | GPS Classroom          | I2 Classroom    | Mr. Falconer      |
| Module 7 Lesson 4    | 1440 – 1530        | GPS Field Exercise     | I2 Classroom    | Mr. Falconer      |
| Module 7 Lesson 5    | 1500 – 1630        | GPS Field Exercise     | I2 Classroom    | Mr. Falconer      |
| Module 7 Lesson 6    | 1600 - 1650        | GPS Field Exercise     | I2 Classroom    | Mr. Falconer      |
| Module 7 Lesson 7    | 1700 - 1750        | GPS Field Exercise     | I2 Classroom    | Mr. Falconer      |

**Day 4:**

| <b>Lesson Number</b> | <b>Time</b>        | <b>Title</b>         | <b>Location</b> | <b>Instructor</b> |
|----------------------|--------------------|----------------------|-----------------|-------------------|
| Test 2               | 0800 - 0830        | GPS                  | I2 Classroom    | Mr. Falconer      |
| Test 2               | 0830 - 0850        | Test 2 Review        | I2 Classroom    | Mr. Falconer      |
| Module 8 Lesson 1    | 0900 - 0950        | SATCOM               | I2 Classroom    | Mr. Falconer      |
| Module 8 Lesson 2    | 1000 - 1050        | SATCOM               | I2 Classroom    | Mr. Falconer      |
| Module 8 Lesson 3    | 1100 - 1150        | SATCOM               | I2 Classroom    | Mr. Falconer      |
| <b>Lunch</b>         | <b>1150 - 1300</b> | <b>Catered Lunch</b> | <b>Atrium</b>   |                   |
| Module 8 Lesson 4    | 1300 – 1430        | Remote Sensing       | I2 Classroom    | Mr. Falconer      |
| Module 9 Lesson 1    | 1440 – 1530        | Remote Sensing       | I2 Classroom    | Mr. Falconer      |
| Module 9 Lesson 2    | 1500 – 1630        | Remote Sensing       | I2 Classroom    | Mr. Falconer      |
| Module 9 Lesson 3    | 1600 - 1650        | Space Law and Policy | I2 Classroom    | Mr. Falconer      |
| Module 9 Lesson 4    | 1700 - 1750        | Space Law and Policy | I2 Classroom    | Mr. Falconer      |

**Day 5:**

| <b>Lesson Number</b> | <b>Time</b>        | <b>Title</b>                         | <b>Location</b> | <b>Instructor</b> |
|----------------------|--------------------|--------------------------------------|-----------------|-------------------|
| Test 3               | 0800 - 0830        | SATCOM, Remote Sensing and Space Law | I2 Classroom    | Mr. Falconer      |
| Test 3               | 0830 - 0850        | Test 3 Review                        | I2 Classroom    | Mr. Falconer      |
| Module 10 Lesson 1   | 0900 - 0950        | Missile Defense                      | I2 Classroom    | Mr. Falconer      |
| Module 10 Lesson 2   | 1000 - 1050        | Missile Defense                      | I2 Classroom    | Mr. Falconer      |
| Module 11 Lesson 1   | 1100 - 1150        | Missile Defense                      | I2 Classroom    | Mr. Falconer      |
| <b>Lunch</b>         | <b>1150 - 1300</b> | <b>Catered Lunch</b>                 | <b>Atrium</b>   |                   |
| Module 11 Lesson 2   | 1300 - 1430        | Space Command, Control and Tactics   | I2 Classroom    | Mr. Falconer      |
| Module 12 Lesson 1   | 1440 - 1530        | Space Command, Control and Tactics   | I2 Classroom    | Mr. Falconer      |
| Module 12 Lesson 2   | 1500 - 1630        | Future Space Operations              | I2 Classroom    | Mr. Falconer      |
| Module 12 Lesson 3   | 1600 - 1650        | Future Space Operations              | I2 Classroom    | Mr. Falconer      |
| Wrap up              | 1700 - 1750        | Critiques and Certificates           | I2 Classroom    | Mr. Falconer      |

## Comprehensive Space Course 72 (CSC-72):

### Day 1:

| Lesson Number        | Time               | Title                             | Location      | Instructor   |
|----------------------|--------------------|-----------------------------------|---------------|--------------|
| Module 1<br>Lesson 1 | 0800 - 0850        | History of Space Exploration      | I2 Classroom  | Mr. Falconer |
| Module 1<br>Lesson 2 | 0900 - 0950        | History of Space Exploration      | I2 Classroom  | Mr. Falconer |
| Module 1<br>Lesson 3 | 1000 - 1050        | History of Space Exploration      | I2 Classroom  | Mr. Falconer |
| Module 1<br>Lesson 4 | 1100 - 1200        | History of Space Exploration + PE | I2 Classroom  | Mr. Falconer |
| <b>Lunch</b>         | <b>1200 - 1300</b> | <b>Catered Lunch</b>              | <b>Atrium</b> |              |
| Module 2<br>Lesson 1 | 1300 – 1350        | Space Operations                  | I2 Classroom  | Mr. Falconer |
| Module 2<br>Lesson 2 | 1400 – 1450        | Space Operations                  | I2 Classroom  | Mr. Falconer |
| Module 2<br>Lesson 3 | 1500 – 1550        | Space Operations                  | I2 Classroom  | Mr. Falconer |
| Module 3<br>Lesson 1 | 1600 - 1650        | Orbital Dynamics                  | I2 Classroom  | Mr. Falconer |
| Module 3<br>Lesson 2 | 1700 - 1800        | Orbital Dynamics                  | I2 Classroom  | Mr. Falconer |

### Day 2:

| Lesson Number        | Time               | Title                     | Location      | Instructor   |
|----------------------|--------------------|---------------------------|---------------|--------------|
| Module 3<br>Lesson 3 | 0800 - 0850        | Orbital Dynamics          | I2 Classroom  | Mr. Falconer |
| Module 3<br>Lesson 4 | 0900 - 0950        | Orbital Dynamics          | I2 Classroom  | Mr. Falconer |
| Module 4<br>Lesson 1 | 1000 - 1050        | Space Lift and Propulsion | I2 Classroom  | Mr. Falconer |
| Module 4<br>Lesson 2 | 1100 - 1200        | Space Lift and Propulsion | I2 Classroom  | Mr. Falconer |
| <b>Lunch</b>         | <b>1200 - 1300</b> | <b>Catered Lunch</b>      | <b>Atrium</b> |              |
| Module 4<br>Lesson 3 | 1300 – 1350        | Space Lift and Propulsion | I2 Classroom  | Mr. Falconer |
| Module 5<br>Lesson 1 | 1400 – 1450        | Space Environment         | I2 Classroom  | Mr. Falconer |
| Module 5<br>Lesson 2 | 1500 – 1550        | Space Environment         | I2 Classroom  | Mr. Falconer |
| Module 5<br>Lesson 3 | 1600 - 1650        | Space Environment         | I2 Classroom  | Mr. Falconer |
| Module 5<br>Lesson 4 | 1700 - 1800        | Space Environment         | I2 Classroom  | Mr. Falconer |

**Day 3:**

| <b>Lesson Number</b> | <b>Time</b>        | <b>Title</b>         | <b>Location</b> | <b>Instructor</b> |
|----------------------|--------------------|----------------------|-----------------|-------------------|
| Test 1               | 0800 - 0850        | Test 1               | I2 Classroom    | Mr. Falconer      |
| Test 1               | 0900 - 0930        | Test 1 Review        | I2 Classroom    | Mr. Falconer      |
| Module 6 Lesson 1    | 0940 - 1030        | GPS Classroom        | I2 Classroom    | Mr. Falconer      |
| Module 6 Lesson 2    | 1040 - 1130        | GPS Classroom        | I2 Classroom    | Mr. Falconer      |
| <b>Lunch</b>         | <b>1130 - 1230</b> | <b>Catered Lunch</b> | <b>Atrium</b>   |                   |
| Module 6 Lesson 3    | 1230 - 1330        | GPS Classroom        | I2 Classroom    | Mr. Falconer      |
| Module 6 Lesson 4    | 1330 - 1800        | GPS Field Exercise   | Fox Run Park    | Mr. Falconer      |

**Day 4:**

| <b>Lesson Number</b> | <b>Time</b>        | <b>Title</b>         | <b>Location</b> | <b>Instructor</b> |
|----------------------|--------------------|----------------------|-----------------|-------------------|
| Test 2               | 0800 - 0850        | Test 2               | I2 Classroom    | Mr. Falconer      |
| Test 2               | 0900 - 0930        | Test 2 Review        | I2 Classroom    | Mr. Falconer      |
| Module 7 Lesson 1    | 0940 - 1030        | SATCOM               | I2 Classroom    | Mr. Falconer      |
| Module 7 Lesson 2    | 1040 - 1130        | SATCOM               | I2 Classroom    | Mr. Falconer      |
| Module 7 Lesson 3    | 1140 - 1230        | SATCOM               | I2 Classroom    | Mr. Falconer      |
| <b>Lunch</b>         | <b>1230 - 1330</b> | <b>Catered Lunch</b> | <b>Atrium</b>   |                   |
| Module 7 Lesson 4    | 1330 - 1420        | SATCOM               | I2 Classroom    | Mr. Falconer      |
| Module 8 Lesson 1    | 1430 - 1520        | Remote Sensing       | I2 Classroom    | Mr. Falconer      |
| Module 8 Lesson 2    | 1530 - 1620        | Remote Sensing       | I2 Classroom    | Mr. Falconer      |
| Module 8 Lesson 3    | 1630 - 1720        | Remote Sensing       | I2 Classroom    | Mr. Falconer      |
| Module 8 Lesson 4    | 1730 - 1800        | Remote Sensing       | I2 Classroom    | Mr. Falconer      |

**Day 5:**

| <b>Lesson Number</b> | <b>Time</b>        | <b>Title</b>                           | <b>Location</b> | <b>Instructor</b> |
|----------------------|--------------------|--|-----------------|-------------------|
| Test 3               | 0800 - 0850        | Test 3                                 | I2 Classroom    | Mr. Falconer      |
| Test 3               | 0900 - 0930        | Test 3 Review                          | I2 Classroom    | Mr. Falconer      |
| Exercise             | 0940 - 1200        | Forest Fire + Search & Rescue Exercise | I2 Classroom    | Mr. Falconer      |
| <b>Lunch</b>         | <b>1200 - 1300</b> | <b>Catered Lunch</b>                   | <b>Atrium</b>   |                   |
| Practical Visits     | 1300 – 1800        | Digital Globe and NOAA                 | I2 Classroom    | Mr. Falconer      |

**Day 6:**

| <b>Lesson Number</b> | <b>Time</b>        | <b>Title</b>                       | <b>Location</b> | <b>Instructor</b> |
|----------------------|--------------------|------------------------------------|-----------------|-------------------|
| Module 9 Lesson 1    | 0800 - 0850        | Space Law and Policy               | I2 Classroom    | Mr. Falconer      |
| Module 9 Lesson 2    | 0900 - 0950        | Space Law and Policy               | I2 Classroom    | Mr. Falconer      |
| Module 9 Lesson 3    | 1000 - 1050        | Space Law and Policy               | I2 Classroom    | Mr. Falconer      |
| Module 10 Lesson 1   | 1100 - 1200        | Space Command, Control and Tactics | I2 Classroom    | Mr. Falconer      |
| <b>Lunch</b>         | <b>1200 - 1300</b> | <b>Catered Lunch</b>               | <b>Atrium</b>   |                   |
| Module 10 Lesson 2   | 1300 – 1350        | Space Command, Control and Tactics | I2 Classroom    | Mr. Falconer      |
| Module 10 Lesson 3   | 1400 – 1450        | Space Command, Control and Tactics | I2 Classroom    | Mr. Falconer      |
| Module 11 Lesson 1   | 1500 – 1550        | Missile Defense                    | I2 Classroom    | Mr. Falconer      |
| Module 11 Lesson 2   | 1600 - 1650        | Missile Defense                    | I2 Classroom    | Mr. Falconer      |
| Module 11 Lesson 3   | 1700 - 1800        | Missile Defense                    | I2 Classroom    | Mr. Falconer      |

**Day 7:**

| <b>Lesson Number</b> | <b>Time</b>        | <b>Title</b>                              | <b>Location</b> | <b>Instructor</b> |
|----------------------|--------------------|---|-----------------|-------------------|
| Module 12 Lesson 1   | 0800 - 0850        | Future Space Operations                   | I2 Classroom    | Mr. Falconer      |
| Module 12 Lesson 2   | 0900 - 0950        | Future Space Operations                   | I2 Classroom    | Mr. Falconer      |
| Module 12 Lesson 3   | 1000 - 1050        | Future Space Operations                   | I2 Classroom    | Mr. Falconer      |
| Module 12 Lesson 4   | 1100 - 1200        | Future Space Operations                   | I2 Classroom    | Mr. Falconer      |
| <b>Lunch</b>         | <b>1200 - 1300</b> | <b>Catered Lunch</b>                      | <b>Atrium</b>   |                   |
| Practical Visits     | 1300 – 1800        | Schriever, Peterson and Cheyenne Mountain | I2 Classroom    | Mr. Falconer      |

**Day 8:**

| <b>Lesson Number</b> | <b>Time</b>        | <b>Title</b>                         | <b>Location</b> | <b>Instructor</b> |
|----------------------|--------------------|--------------------------------------|-----------------|-------------------|
| Final Exercise       | 0800 - 1200        | Final Exercise Presentations/Reviews | I2 Classroom    | Mr. Falconer      |
| <b>Lunch</b>         | <b>1150 - 1300</b> | <b>Catered Lunch</b>                 | <b>Atrium</b>   |                   |
| Final Exercise       | 1300 – 1430        | Final Exercise Presentation/Reviews  | I2 Classroom    | Mr. Falconer      |
| Final Exam           | 1440 – 1630        | Final Exam                           | I2 Classroom    | Mr. Falconer      |
| Final Exam           | 1630 – 1700        | Final Exam Review                    | I2 Classroom    | Mr. Falconer      |
| Wrap up              | 1700 - 1800        | Critiques and Certificates           | I2 Classroom    | Mr. Falconer      |

# Schedule of Fees:

## Space Executive Course

| Category of Fee:                         | Cost: |
|--|-------|
| Tuition                                  | \$645 |
| Books                                    |       |
| - Coursebook                             | \$25  |
| - Research Material CD                   | \$10  |
| Supplies, Tools                          | N/A   |
| Lab Fees                                 | N/A   |
| Service Charges (Registration and Admin) | \$15  |
| Rentals                                  | N/A   |
| Deposits                                 | N/A   |
| Other Charges                            | N/A   |
| Total Cost                               | \$695 |

## Space Orientation Course

| Category of Fee:                         | Cost: |
|--|-------|
| Tuition                                  | \$730 |
| Books                                    |       |
| - Coursebook                             | \$40  |
| - Research Material CD                   | \$10  |
| Supplies, Tools                          | N/A   |
| Lab Fees                                 | N/A   |
| Service Charges (Registration and Admin) | \$15  |
| Rentals                                  | N/A   |
| Deposits                                 | N/A   |
| Other Charges                            | N/A   |
| Total Cost                               | \$795 |

## Comprehensive Space Course

| Category of Fee:                         | Cost:  |
|--|--------|
| Tuition                                  | \$1395 |
| Books                                    |        |
| - Coursebook                             | \$75   |
| - Research Material CD                   | \$10   |
| Supplies, Tools                          | N/A    |
| Lab Fees                                 | N/A    |
| Service Charges (Registration and Admin) | \$15   |
| Rentals                                  | N/A    |
| Deposits                                 | N/A    |
| Other Charges                            | N/A    |
| Total Cost                               | \$1495 |

### **Credit for Previous Education and Training:**

Record of previous experience, education and training is obtained through a questionnaire that must be filled out during the on-line registration process. The responses to this questionnaire become part of the student profile and are reviewed for each student to determine what part, if any, of the courses should be validated. The Course Director will review prior education, experience and training of each student based on the credibility and documentation of the student claims. Validation of any part of either course will result in a decrease in the amount of tuition required. Tuition will be decreased on a percentage basis, based on the percentage of the course that the student has validated.

### **Transfer of Credits:**

The i2 School for Professional Development does not guarantee the transferability of its credits to any other institution unless there is a written agreement with another institution. Contact the registrar with any questions concerning transferability with specific institutions.

# Student Refund Policy

Students not accepted by the school and students who cancel the contract by notifying the school at least three business days prior to the start of the course are entitled to a full refund of all tuition and fees paid. If any students withdraw after three business days, but before commencement of classes, they are entitled to a full refund of all tuition and fees paid including the registration fee in excess of \$10.

In the case of students withdrawing after the commencement of classes, the school will retain the registration fee, a cancellation fee of \$25, plus a percentage of the remaining tuition and fees, which is based on the percentage of contact hours attended, as described in the table below. The refund is based on the last module of recorded attendance.

## 1. REFUND TABLE

| Student entitled upon withdrawal/termination | Refund       |
|--|--------------|
| 0-10% of program completed                   | 90% Refunded |
| 11-20% of program completed                  | 80% Refunded |
| 21-30% of program completed                  | 70% Refunded |
| 31-40% of program completed                  | 60% Refunded |
| 41-50% of program completed                  | 50% Refunded |
| 51-60% of program completed                  | 40% Refunded |
| 61-70% of program completed                  | 30% Refunded |
| 71-80% of program completed                  | 20% Refunded |
| 81-90% of program completed                  | 10% Refunded |
| 91-100% of program completed                 | 0% Refunded  |

- ❖ The student may cancel this contract at any time prior to close of the third business day after signing the enrollment agreement.
- ❖ Any student denied enrollment for any reason is entitled to a full refund of any fee or tuition paid.
- ❖ The official date of termination for refund purposes is the last date of recorded attendance. All refunds will be made within 30 days from the date of termination.
- ❖ Credit for previous training will not impact this refund policy in any way.
- ❖ The student will receive a full refund of tuition and fees paid if the school discontinues a course/program within a period of time a student could have

reasonable completed it, except that this provision shall not apply in the event the school ceases operation.

- ❖ Complaints, which cannot be resolved by direct negotiation between the student and the school, may be mediated with Profile EAP mediation services at no cost to the student. Profile EAP shall not consider any claim that is filed more than two years after the date the student discontinues his/her training at the school. If mediation services do not resolve the complaint, students may file with the Division of Private Occupational Schools of the Colorado Department of Higher Education. The Division shall not consider any claim that is filed more than two years after the date the student discontinues his/her training at the school.

“I certify that this is True and Correct in Content and Policy.”

**This policy will be included in future revisions to the school’s catalog/handbook.**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## **Student Grievance Procedures**

Complaints, which cannot be resolved by direct negotiation between the student and the school, may be mediated with Profile EAP mediation services at no cost to the student. Profile EAP shall not consider any claim that is filed more than two years after the date the student discontinues his/her training at the school.

Mediation through Profile EAP will be scheduled through Imprimis, Inc. when all previous attempts at direct negotiation have failed.

Complaints, whether resolved or unresolved, can be filed on line with the Colorado Division of Private Occupational Schools at [www.highered.colorado.gov/dpos](http://www.highered.colorado.gov/dpos) , or the student can contact the DPOS directly at (303) 866-2723. All complaints to the DPOS must be filed within two years of the student’s last day of attendance or they will not be considered for action.

# Facilities and Instructor Personnel

School building and classrooms are handicapped accessible and restroom facilities are available. Classes are taught in one of two classrooms. The main classroom is a 50 person maximum facility with computer, projector, large screen television, whiteboard, posters and adequate lighting. The alternate classroom is a 20 person maximum facility with the same amenities as the main classroom. Instructor personnel include Dr. Heather Macias, Mr. Tom Falconer and Dr. Eligar Sadeh. Additional instructional materials include hand held GPS receivers (6), and two way hand held radios (6). Student handout and course materials are listed in the Schedule of Fees.