

## AS Syllabus Checklist (current as of 30 Dec 19)

IAW AFROTCI36-2011, June 2018 para 9.2.2. and 9.10.

AS Class: 122

Term: Spring 2020

Turn in this checklist with a copy of your syllabus prior to the first class of the semester. Signature of the education officer verifies that your syllabus has been approved.

At the beginning of each term, provide a syllabus to students in each AS course. Include the following information:

- Attendance Policy (AFROTCI36-2011 para 9.10.1.)
  - Cadets and Participating Students must achieve at least 80% attendance over the course of the term to pass the following: AS Class, LLAB, and PT.
  - All absences will initially be categorized as unexcused and will count against the 80% attendance requirement. At the discretion of the primary instructor, the absence may be marked as excused after the cadet completes missed objectives. Excused absences will count towards meeting the 80% attendance requirement.

- Grading and Evaluation Procedures (AFROTCI36-2011 para 9.10.2.)

- The detachments will maintain a letter grading system for all AS classes.

- Clearly list each graded item, indicate how much weight each item has been assigned, and include the grading scale (percentage and/or point ranges for each letter grade).

- Final course grades must consider only subject matter knowledge, writing, and briefing assignments.

- Class participation may be considered if desired but will not exceed 10 percent of the final grade.

- Offer LLAB on a pass/fail or credit/fail system, unless the institution requires letter or numerical grades.

- Failed AS Classes and LLAB. Cadet may apply for re-entry, but the failed class(es), to include LLAB, will have to be re-accomplished for AFROTC credit.

- 9.10.2.2. Incompletes. The Det/CC must approve all "Incompletes" for AS classes and LLAB. "Incompletes" should be used for unusual or unavoidable circumstances, such as an extended illness. "Incompletes" must not be used for make-up of unsatisfactory or delinquent work, or as a sanction for cadets who do not return uniforms. An "Incomplete" must be resolved NLT the end of the following term or it will constitute a failure.

- Scheduling Information (AFROTCI36-2011 para 9.10.3.)

- Indicate class meeting dates, holidays and breaks.

N/A  LLAB Syllabus (AFROTCI36-2011 para 9.10.5.)

- Include a numbered list of LLAB and PT objectives.

- Optional items which may be included:

- Welcome and introduction

- Testing procedures and expectations

- Counseling procedures and expectations

- Attachments

- Oral and written communication grading scales

- Lesson plans

- Education Officer has reviewed class gradebook

- Education Officer comments:

*Wendy A. Woodard* 10 JAN 2020

WENDY A. WOODARD, Lt Col, USAF  
Det 505 PAS / Education Officer



## U.S. AIR FORCE

### AIR FORCE ROTC | DETACHMENT 505

*Aerospace Studies 122 (NMSU) / 2232 (UTEP)*

*Spring Semester 2020*

*Instructor: Capt Rebecca Johnson*

#### ➤ INTRODUCTION

- Welcome to AS 121/1231! This course is designed to introduce students to the United States Air Force and encourage participation in Air Force Reserve Officer Training Corps (ROTC). In this course you will learn the basic fundamentals of the Air Force and what it means to be an Air Force Officer. You will learn about AFROTC and what it means to be an AS100 cadet, and learn valuable skills that will benefit you in many different aspects of life.
  
- **Contact Information**
  - Email: [becca519@nmsu.edu](mailto:becca519@nmsu.edu)
  - Office Phone: (575) 646-5468
  - Personal Phone: (575)-318-6535
    - Attempt office phone first, if unable to reach by work phone then use personal number.
    - Remember to use **professional courtesies** when calling/texting cadre's personal numbers.
  - In-person
    - Office hours: M-F, 0900-1500
  
- **Classroom Times/Location**
  - Domenici Hall Room 223
  - Tuesday or Thursday: 1200-1315

#### ➤ ATTENDANCE POLICY

- Attendance is mandatory. Per AFROTCI 36-2010, all **cadets/participating students must attend 80% of scheduled AS classes. Furthermore, cadets (only) must attend 80% of all PT sessions and Leadership Laboratory (LLAB) classes. Your goal should be 100% attendance.** Substitute activities will be granted on a case-by-case basis. Additionally, all students (cadets and non-cadets) must notify the instructor if there is a planned absence, using a memorandum – see attachment at the end of this syllabus. In the event of last-minute emergencies, address the emergency and notify the instructor *immediately*.
  - LLAB – Thurs from 1500-1700
  - PT: Monday, Wednesday, and Friday 0600-0700
  
- If you do not meet the 80% attendance requirement for Class, PT and LLAB then you will be disenrolled from AFROTC.

- For students and cadets, unexcused absences or tardiness will negatively impact contribution (also known as “participation”) points. Contribution points will be addressed in the “Grades” section. The instructor will determine if absences are considered legitimate.
- All absences will initially be categorized as unexcused and will count against the 80% attendance requirement. At the discretion of the primary instructor, the absence may be marked as excused after the cadet makes up missed objectives. Excused absences will count towards meeting the 80% attendance requirement.

## ➤ COUNSELING

- I will meet with each student twice during the year. These meetings will be accomplished on an appointment basis. Consider any appointment with a staff member to be a mandatory military appointment (therefore you will be in uniform). Ensure punctuality, this is a direct reflection on your potential officership and professionalism. Please schedule your first one within the first week.

## ➤ CLASSROOM CONDUCT / UNIVERSITY POLICIES

- This is a **military classroom, led by a military instructor. At the beginning of class** – the cadet nearest the door (or class leader) will call the room to attention and all students will come to attention upon the instructor/officer entering the classroom. The class leader will report in using the following words “Sir/Ma’am, class reports ready for instruction” while rendering a salute. Upon the instructor returning the salute, sit when the instructor directs.
- If an officer of **higher rank** than the instructor enters or leaves the classroom, the class leader will call the room to attention.
- **Conclusion of class** – the class leader will call the class to attention, and state “sir/ma’am, class is ready for dismissal.” Upon the returned salute, all students/cadets are free to leave or ask questions.
- **Uniforms** – Cadets: uniforms will be worn on all Tuesdays and Thursdays from 0800 – 1700. It should be presentable and worn in a manner that positively represents the Air Force. Entering the class with a poor uniform will negatively impact your contribution grade and you will be asked to leave.
  - Uniforms will be worn Tuesday and Thursday each week, all day, unless there are abnormal situations (e.g. it is unreasonable to wear the uniform during a physical education class)
- **Food and Beverages** – Food and beverages are allowed as long as it does not disrupt class or is left out anywhere in the classroom by students and cadets.
- **Textbook-** All readings and student activities are from the Jeanne M. Holm Center. Readings can be accessed from your WINGS account under student materials, or through our class Google Drive. An invitation to the drive will be sent to you via email the first week of class. If you need help gaining access to the course material let your instructor know.
- **Academic Freedom and Instructor Confidentiality** – All information shared between the instructor and students while class is in session is considered protected under the Academic Freedom Policy. Any questions regarding information must be brought to the instructor.
- **Plagiarism** – Evidence of plagiarism, beyond reasonable doubt, will result in an automatic “0” for the assignment. For cadets, additional counseling will be administered as this constitutes an integrity violation. Plagiarism is defined as the unlawful use or manipulation of another’s work without acknowledgement of the originator, and making it appear to be one’s own work.

➤ **NMSU & UTEP HOLIDAYS / BREAKS / NOTABLE DATES**

- The following timeframes are considered holidays and authorized breaks for NMSU/UTEP students and cadets:
  - **Spring Holiday:** 10 April (NMSU/UTEP)
  - **Spring Break:** 23-27 March (NMSU) / 16-20 March (UTEP)
- NMSU Notable Dates:
  - **Last day to add a course (w/ permission):** 31 January
  - **Last day to drop with a “W”:** 19 March
  - **Last day to withdraw from NMSU:** 8 May
  - **Exam Week:** 11-15 May
- UTEP Notable Dates:
  - **Late registration:** 21-24 January
  - **Last day to drop a course:** 27 March
  - **Cesar Chavez Holiday-** No classes- 27 March
  - **Exam Week:** 11-15 May

➤ **GRADES**

Points	Percentage
153-170 = A	90%-100% = A
136-152 = B	80%-89% = B
119-135 = C	70%-79% = C
102-118 = D	60%-69% = D
101 and below = F	59% and below = F

- Your letter grade will be determined on your performance alone. Points are available in the form of classroom contribution, briefings, quizzes (Progress Checks), papers, and communication skills. The breakdown is below:

Deliverable	Points
Contribution	10 points
Weekly Quiz	10 points each (80 total)
Talking Paper	20 points
Midterm Exam	30 points
Final Exam	30 points
<b>Total Points Available</b>	<b>170</b>
<i>Bonus: Aircraft Bullet Background Paper</i>	10 points

- **Losing Points** – The instructor may deduct contribution points from a student or cadet based on behavior that reflects poor credit to the individual or the Air Force. Examples of events that dictate point deduction include, but are not limited to, sleeping, using a cellphone (unless for emergencies or prior coordination with instructor), disrespect to other students or the instructor, unexcused tardiness or absence, degrading or foul language both in class and on social media towards another student, the university, or the United States Military, unprofessional conduct, and blatant disrespect to the rules set forth by the instructor and/or the university.

- **Late Assignment:** Lose 10% per day late
- All cadets – you must obtain a C- or better to pass the class. Non-cadets, you must achieve a D or better to pass.
- Cadets that fail an AS class may apply for reentry but will require the cadet to accomplish the class with a passing grade.
- The Det/CC must approve all incompletes. Incompletes will be used for unusual and unique circumstances. Incompletes must be resolved NLT the end of the following term or it will constitute as a failure.
- This is NOT a pass/fail class.

➤ **ORAL AND WRITTEN ASSIGNMENTS**

- **1-page, perfectly formatted Talking Paper** on your assigned principle of war. Using student readers and personal research describe what your principle of war is and when we have seen it used in our own military history. For example in our history when have we seen economy of force used? If you need to use an example in a different branch that is acceptable as well. You will then use this talking paper to aid you and your partner in teaching your principle of war the rest of the class. Use formatting per “The Tongue & Quill”. Page 223 **(20 points)**
- **Weekly Quiz on Assignments:** Each week you will have a quiz due on canvas/blackboard on the previous week’s lesson material. Some lessons require two weeks to complete. The quiz will be due after the entire lesson has been completed. The Quiz will be due Mondays by 2359 . **(80 points)**
- **BONUS:** Using the Tongue & Quill, pp. 226-227, develop a Bullet Background Paper on an Air Force aircraft of your choice (either historic or current fleet airframes). Include aircraft specifications, capabilities, and its contributions to past or present conflicts. Due any time before Thanksgiving. **(10 bonus points)**

➤ **CLASS TOPICS / ASSIGNMENTS DUE**

TUES	THURS	TOPIC	ASSIGNMENTS DUE
	23 Jan	No Class	
28	20 Jan	AS Class Syllabus Review/ Welcome	<b>Schedule initial counseling</b>
4	6 Feb	What is War	
11	13 Feb	The AF and Social Media	
18	20 Feb	The Evolution of the AF Part I	
25	27 Feb	The Evolution of the AF Part II	
3	5 Mar	Department of the AF	<b>Joint Base Visit- Sub or Online Class</b>
10	12 Mar	Ethical Decision Making	
17	19 Mar	<b>Spring Break UTEP- No Class</b>	<b>NMSU Midterm Online</b>
24	26 Mar	<b>Spring Break NMSU- No Class</b>	<b>UTEP Midterm Online</b>
31 Mar	2 Apr	Principles of War & Tenets of Airpower Part I	Principles of war talking paper and group brief due here.
7	9 Apr	Principles of War & Tenets of Airpower Part II	
14	16 Apr	AF Doctrine Part I	
21	23 Apr	AF Doctrine Part II	
28	30 Apr	AF MAJCOMs	

5	7 Jan	Final Exam Review/Heritage Series	<b>Bonus assignment due before this week!</b>
12	14 Jan	<b>Exam Week</b>	<b>FINAL EXAM!!</b>

8 Oct 19

MEMORANDUM FOR CAPT REBECCA D. JOHNSON

FROM: C/3C JANE C. DOE

SUBJECT: Request to be Excused for Missing Class on 1 Oct 19

1. I was absent on 1 Oct 16 due to my dog's consumption of my AFROTC textbook immediately prior to leaving my personal residence. Because of the nature of the emergency, I felt morally obligated to transport my dog to the veterinarian for an emergency operation.
2. My absence should be excused because of the life-threatening situation which my dog was enduring. I will ask a fellow classmate for notes taken during the class I missed and I will schedule an appointment with you to receive another textbook and discuss with you any quizzes or assignments I may have missed. If you need to reach me, please give me a call at 555-5555 or e-mail at janedoe@nmsu.edu.

JANE C. DOE, C/3C, AFROTC  
Alpha Flight

Signature block starts on fifth line down and 3 spaces right of center. Non-cadets type name only. Times New Roman, point 12 font. Note: **Your name must be in all caps.**

# Requirements for all NMSU syllabi

## Academic Misconduct

**Academic and non-academic misconduct:** The Student Code of Conduct defines academic misconduct, non-academic misconduct and the consequences or penalties for each. The Student Code of Conduct is available in the NMSU Student Handbook online:

<http://studenthandbook.nmsu.edu/>

Academic misconduct is explained here:

<http://studenthandbook.nmsu.edu/student-code-of-conduct/academic-misconduct/>

## Discrimination and Disability Accommodation

Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act Amendments Act (ADAAA) covers issues relating to disability and accommodations. If a student has questions or needs an accommodation in the classroom (all medical information is treated confidentially), contact:

### **Trudy Luken, Director**

Student Accessibility Services (SAS)

Corbett Center Student Union, Rm. 208

Phone: (575) 646-6840

E-mail: [sas@nmsu.edu](mailto:sas@nmsu.edu)

Website: <http://sas.nmsu.edu/>

NMSU policy prohibits discrimination on the basis of age, ancestry, color, disability, gender identity, genetic information, national origin, race, religion, retaliation, serious medical condition, sex, sexual orientation, spousal affiliation and protected veterans status.

Furthermore, Title IX prohibits sex discrimination to include sexual misconduct: sexual violence (sexual assault, rape), sexual harassment and retaliation.

For more information on discrimination issues, Title IX, Campus SaVE Act, NMSU Policy Chapter 3.25, NMSU's complaint process, or to file a complaint contact:

### **Lauri Millot**

Title IX Coordinator

### **Agustin Diaz**

Title IX Deputy Coordinator

Office of Institutional Equity (OIE)

O'Loughlin House, 1130 University Avenue

Phone: (575) 646-3635

E-mail: [equity@nmsu.edu](mailto:equity@nmsu.edu)

Website: <http://eeo.nmsu.edu/>

## Other NMSU Resources:

NMSU Police Department:	(575) 646-3311	<a href="http://www.nmsupolice.com">www.nmsupolice.com</a>
NMSU Police Victim Services:	(575) 646-3424	
NMSU Counseling Center:	(575) 646-2731	
NMSU Dean of Students:	(575) 646-1722	
For Any On-campus Emergencies:	911	