



SYLLABUS - Spring 2018

**AIR FORCE SCIENCE COURSE - AFSC 3202
AEROSPACE STUDIES – AS 300**

LEADERSHIP STUDIES

AIR FORCE ROTC DETACHMENT 003, UNIVERSITY OF HOUSTON



Instructor:
Capt M. Tyler Akers
Phone: (713) 743-3704
Makers2@central.uh.edu

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MEMORANDUM FOR AFSC 3202 & AS 300 STUDENTS

FROM: AFROTC Detachment 003

SUBJECT: Spring 2018 AS 300

1. Welcome to the junior-level Aerospace Studies class. Unlike your previous AS courses, *Leadership Studies* is not a survey course. This course meets for three hours once per week, and as a result, much more will be expected of you in this course than in your GMC classes. This course is designed to give you an overview of leadership, to include advanced skills and ethics training that will prepare you for life as an officer and supervisor.
2. Your text for this course will be provided to you electronically. All course materials and archived lecture notes can be found on our Google Drive link. ***Be sure to “Add folder to my Google Drive” to get the materials to display properly.*** See Cadet Speight for assistance if necessary.
3. This syllabus is very detailed. You will have quiz and exam questions taken directly from this document! Please read it thoroughly and it will answer many of your questions. However, if you require additional information or desire clarification, please ask me.
4. Counseling and Psychological Services (CAPS) can help students who are having difficulties managing stress, adjusting to college, or feeling sad and hopeless. You can reach CAPS (www.uh.edu/caps) by calling 713-743-5454 during and after business hours for routine appointments or if you or someone you know is in crisis. No appointment is necessary for the “Let's Talk” program, a drop-in consultation service at convenient locations and hours around campus.
http://www.uh.edu/caps/outreach/lets_talk.html
5. Once again, welcome aboard! The future is yours and AS 300 could be the next step toward a fantastic career in the service of your nation. Leadership excellence continues here!

M. TYLER AKERS, Capt, USAF
Assistant Professor of Air Force Science
Air Force ROTC Detachment 003

THE FOUNDATIONS OF THE UNITED STATES AIR FORCE AFSC 3202/AS200

ADMINISTRATION

1. **TEXTBOOKS:** *LEADERSHIP STUDIES*, 2018/2018 ed, and *THE TONGUE AND QUILL*, AFH 33-337, 27 May 2015.
2. **TIMELINESS:** Punctuality and time management are essentials for Air Force Officers. Be in your seats on time. I reserve the right to deny cadets classroom entry if they are late to class. *If you are late twice, this will result in one unexcused absence.*
3. **INSTRUCTION:** Academic classes are a combination of lecture and guided discussion. *Students must be thoroughly familiar with the reading assignments before class* and be willing to share knowledge and personal views with classmates.
4. **CLASS PARTICIPATION:** Students are expected to come prepared to actively participate in class discussions. Non-attribution will be in effect for all classes (i.e., discussions in class will stay in the classroom, and the views you express will not be repeated by others outside the classroom). Bottom Line: Openly share your thoughts but respect the opinions of others.
5. **OFFICE HOURS:** I am generally available for academic discussion from 1200 to 1500, Monday through Friday, when class is not in session. Seek assistance early if needed!
8. **POLICY ON CHEATING and PLAGARISM:** Students who violate University rules on academic honesty are subject to institutional disciplinary penalties, including the possibility of course failure and dismissal from the University. Copying text directly from another source without properly quoting and citing the source is plagiarism. *The Air Force operates a separate screening program for selecting future officers and will not tolerate any form of dishonesty, academic or otherwise!*
9. **CLASS TIME AND LOCATION:**
Wednesday, 0800-1100, Garrison Rm 116
10. (Cadets Only) **COUNSELING/INTERVIEWS:** I will require you to meet with me at least once each semester to discuss your progress, desires, intentions, and problems (if any). I will advise you when counseling/interviews are due via sign-up sheet. *Be in uniform (service dress) for the counseling session.* Plan on the interview lasting approximately 30-45 minutes.
11. (Cadets Only) **MID-TERM GRADE FORM:** You are required to obtain your mid-term grades from all of your University/College Professors prior to your counseling/interview session with me. Utilize the attached Mid-term Grade Form (one form is required for each academic class). We will use this form together to monitor your academic progress and help you achieve success. Refer your professors to me if they have any questions. If a professor is unwilling to provide this information, please let me know, and I will contact them. If there are no grades available at mid-term (i.e. no gradable items) please ask the professor to fill out the form and indicate this.

STUDENT RESPONSIBILITIES

1. CLASSROOM CONDUCT:

- a. When an officer enters or leaves the classroom, stand at attention.
- b. You are not required to stand or raise your hand when contributing to class discussion, but I may change this during the semester to help prepare you for the field training environment.
- c. Address other classmates as “cadet” or “Mr./Mrs.” and their last name
- d. Address our NCOs by their name & rank
- e. Eating in class is not permitted. *Drinks are allowed, and if needed, caffeine is encouraged! Do what you need to do in order to be alert and pay attention.*
- f. Cell phones should be on silent mode. Do not interact with your phone during class unless told otherwise by the instructor.

(CADETS ONLY)

2. **SALUTING.** When outside in uniform, render a hand salute to all military officers. Indoors, salute when reporting in and out of an officer’s office.
3. **UNIFORM WEAR.** Wear your uniform properly and proudly. You must maintain grooming and weight standards to wear the uniform. Because this is a Wednesday class, I will generally expect you to be in uniform.
4. **HAZING.** Hazing is not tolerated by the Air Force, the University of Houston, or Texas law. Do not use your cadet position/rank to take advantage of or inflict cruelty upon subordinates, including indignity or deprivation of any right or privilege to which they are legally entitled.
5. **DRUGS/ALCOHOL.** No drugs! The Air Force will not tolerate use, possession, or handling of illegal drugs. ***This includes underage drinking*** and alcohol abuse. Never drive while or after drinking and don’t ride with those who have. An alcohol related incident could cost you your commissioning opportunity or your life. As a reminder, the legal drinking age in Texas is 21.
6. **CONTRACT STANDARDS.** Contract cadets should be aware of membership requirements. Briefly stated, your requirements (refer to AFROTCI 36-2011 for more detail) are as follows:
 - a. Do not drop classes or change majors without first talking to me.
 - b. You must maintain a full academic load (***Minimum of 12 semester hours***) and acceptable grades (***2.5 GPA*** to compete for a field training slot).
 - c. You must pass all AS courses with a “C” or better and pass LLAB which is graded on pass/fail scale based on attendance and completing objectives.
 - d. **You must report all civil involvements (civil, military, or school law enforcement) within 72 hours.** After recording the civil involvement in WINGS, contact me via e-mail to let me know what has happened.
 - e. You must continue to meet physical fitness and weight standards.
 - f. You must continue to meet medical standards—report any change in your medical status.
 - g. You must continue to meet Air Force standards of appearance, leadership, self-discipline, and behavior.

These are minimum standards, and the Air Force is very competitive. You should always strive to do the best you can in all you do if you wish to compete successfully!

ATTENDANCE POLICY

1. **CLASS ATTENDANCE.** Proper attendance reflects a good attitude and a sense of responsibility—two key ingredients of officership and professionalism. Therefore, **I expect all cadets and students to attend all AS 300 classes.** Cadets must also attend Leadership Laboratories. ***Attendance at a minimum of 80% of scheduled classes is required for a passing final grade.*** If you know you will miss a class, tell me as soon as possible, but no later than two workdays prior to the absence. I will decide if the absence is excused or unexcused. Unexcused absences from class can result in a failing course grade or changes in membership status for cadets—but at minimum, will result in a reduction in your course grade. If you miss class unexcused when a quiz or exam is given or paper is due and do not turn in the assignment on time or seek a timely reschedule, you will not receive credit for the exam/assignment. The LLAB grade does not affect your grade in this class, or vice versa.

2. An absence *may* be excused when you are:

- a. Participating in an approved field trip or other official university activity (e.g., athletics, debate, music, theater arts, AFROTC physical, or AFOQT. Note: Fraternity and Sorority functions are not official university activities)
- b. Medically confined or sick, **with documentation**
- c. Responding to an emergency (e.g., death in the family, severe automobile accident, etc.),

In most situations, the student/cadet is able to notify the instructor **before** the absence, and is expected to do so. Oversleeping or studying late for a test are not legitimate reasons to be excused.

3. (Cadets Only) In all cases, you are required to submit an Official Memorandum formatted in accordance with *The Tongue and Quill*, AFH 33-337, or the class will be automatically unexcused. If you miss a class, make sure I receive the MFR the day of your return to class. As a courtesy, even if the absence will be unexcused, you should notify me in advance. For LLAB absences route the MFR through your chain of command.

4. To schedule and get credit for a LLAB make-up, see me.

5. KEY DATES: (Based on University of Houston School Calendar)

16 January 2018	First Day of Classes (UH Main)
16 January 2018	First Day of AS 100 and AS 200 Classes
17 January 2018	First Leadership Lab
31 October 2018	Last day to drop and receive a “W” (UH Main)
13-16 March 2018	Spring Break – No AFROTC classes
1 & 2 May 2018	AS 200 Final Exam
2 May 2018	Last Day of AFROTC Classes

GRADING POLICY

Course Grades: Your grade in this class is based on *your* performance.

GRADE		POINTS
A	96-100%	480-500
A-	92-95.9%	460-479
B+	88-91.9%	440-459
B	84-87.9%	420-439
B-	80-83.9%	400-419
C+	76-79.9%	380-399
C	72-75.9%	360-379
C-	68-71.9%	340-359
D	64-67.9%	320-339
F	Below 64%	319 or below

ASSESSMENTS

Exam 1	75
Exam 2	75
Attendance & Participation Grade	50
Quizzes	100
Writing Assignment(s)	100
Briefing Assignment(s)	<u>100</u>
TOTAL	500

NOTES:

1. **MIDTERM EXAM:** Will be an objective test on material presented in class and all assigned readings in *Leadership Studies* from the start of the semester.

2. **FINAL EXAM:** Will be an objective test on material presented in class and all assigned readings in *Leadership Studies* from the midterm exam to the end of the semester.

3. ATTENDANCE GRADE:

Perfect attendance	Full attendance points
Only Excused Absences	Attendance points reduced by 25%
1 Unexcused Absence	Attendance points reduced by 50%
2 Unexcused Absences	Attendance points reduced by 75%
3 Unexcused Absences	0 attendance points
4 or more (>80%) Unexcused Absences	Course Failure

4. **QUIZZES:** You will periodically be quizzed on material covered in class. These quizzes will be administered using a free app for your smartphone, tablet, laptop, or wireless device. I reserve the right to give bonus quiz grades at any time, or to waive a poor quiz grade if I choose. However, neither of these things should be expected. Again, this is a POC course which requires more effort than your GMC survey courses.

5. **WRITING/BRIEFING ASSIGNMENTS:** Each student will prepare a minimum of one written paper during the semester. Air Force format guidance can be found in *The Tongue and Quill*, AFH 33-337. The topics and type of paper(s) will be discussed later in the semester. In addition to the paper, each student will present a verbal briefing. Further details will be provided in class. Late work is not accepted. Again, **briefings or papers turned in late will receive zero points.**

AFSC 3202/AS300
COURSE OUTLINE – Spring 2018

1. *LEARNING OUTCOMES/COURSE LEARNING OBJECTIVES:* Each student will:

- a. Know the concept of war and the role the Air Force plays.
- b. Know the career opportunities available.
- c. Know the benefits afforded an Air Force member.
- d. Know and develop productive life skills.
- e. Demonstrate basic oral and written communication skills.

UNIT	WED	TOPIC	QUIZ
1 JAN	17	UNSCHEDULED SNOW DAY	n/a
2	24	Film + Discussion: Caine Mutiny	Syllabus Quiz
3 JAN	31	Reading: AF Equal Opportunity Program Discussion: Mentoring, Corrective Supervision and Counseling	AF Equal Opportunity Pgm
4 FEB	7	Leadership Authority and Responsibility, Effective Supervision	TBD
5	14	Counseling and Practicum	TBD
6	21	Roundtable Discussion: Endurance	Endurance
7	28	Managing Competing Priorities, Standards & Accountability, Midterm Review	TBD
8 MAR	7	MIDTERM EXAM Practical Active Duty Skills Discussion	n/a
9	14	SPRING BREAK – No AFROTC Classes	n/a
10	21	Joint Ethics, Power and Influence, Conflict Management	TBD
11	28	Ethical and Moral Leadership In the Military, Roundtable Discussion: Warrior Politics	Warrior Politics
12 APR	4	Film + Discussion: 12 Angry Men	TBD
13	11	Cadet Briefings: Book Analysis, Adversity and Failure	TBD
14	18	Cadet Briefings: Book Analysis	TBD
15	25	Cadet Briefings: Book Analysis	TBD
16 MAY	2	FINAL EXAM administered during regularly scheduled class time	n/a

Note: The specific objectives, samples of behavior (hint: where the exam questions come from), and reading assignments for each lesson are listed in your AS 300 text.

MID-TERM GRADE FORM				
FROM (AFROTC Detachment)		TO (Name of Instructor)		
University of Houston, Det 003		Captain Akers		
NAME OF CADET (Last, First, Middle Initial)	SEMESTER	COURSE NUMBER	NAME OF COURSE	
1. The cadet/student is a member of Air Force ROTC. This is a physically and academically challenging program that leads to a commission as an Air Force Officer upon completion of a Bachelor's Degree and ROTC program requirements. 2. Please provide the information requested below so that the cadet's potential for continuing in the AFROTC program can be evaluated. Your candid assessment is critical to the cadet's success. The student has voluntarily consented to the release of official records or information, as required. Only the student, authorized school officials, AFROTC detachment personnel, or DoD agencies will have access to the information. This information will be used for official Air Force business only. 3. Because of contractual obligations, your timely response will be appreciated. The student's future could depend on your accurate appraisal of his or her performance and effort. Thank you very much for your assistance. Please call if you have questions regarding this inquiry.		RELEASE STATEMENT As an Air Force Reserve Officer Training Corps (AFROTC) cadet, I authorize release of all information concerning my academic performance as requested on this form to AFROTC personnel.		
		DATE		
		SIGNATURE OF CADET		
SIGNATURE OF AFROTC DETACHMENT PROFESSOR		PHONE NUMBER	DATE	
			YES	NO
Did the Student:				
Attend all class meetings?				
Complete all assignments?				
On time?				
Quality:				
Take all required quizzes and exams?				
On time?				
Prepare for class?				
Participate?				
Request outside help from you or your staff?				
Receive the help?				
Tell you he or she was having a problem?				
When?				
Does the student put forth a good faith effort to complete the course satisfactorily?				
WHAT IS THE STUDENT'S OVERALL PERFORMANCE IN YOUR CLASS THROUGH YOUR CURRENT GRADING PERIOD? CURRENT LETTER/PERCENTAGE GRADE? ____/____				
WHAT WAS THE STUDENT'S ATTITUDE?				
ADDITIONAL COMMENTS				
TYPED OR PRINTED NAME OF PROFESSOR		SIGNATURE OF PROFESSOR		