



**SYLLABUS**

**AIR FORCE SCIENCE COURSE  
AFSC 4302**

**AEROSPACE STUDIES  
AS400**

**NATIONAL SECURITY AFFAIRS  
SPRING 2018**

**AIR FORCE ROTC DETACHMENT 003  
THE UNIVERSITY OF HOUSTON**



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## DEPARTMENT OF THE AIR FORCE AIR UNIVERSITY (AETC)

MEMORANDUM FOR ALL AFSC 4302/AS400 STUDENTS

17 January 2018

FROM: AFROTC DET 003/CC

SUBJECT: Spring 2018 AFSC 4302/AS400

1. Welcome to the senior course of the Air Force Science curriculum, *National Security Affairs, Preparation for Active Duty*.
2. Course objectives: Students should comprehend the basic elements of national security policy and process. Students should comprehend air, space, and cyberspace operations, as well as understand selected roles of the military in society and current domestic and international issues affecting the military profession. Students should comprehend the responsibility, authority, and functions of an Air Force commander and selected provisions of the military justice system. Students should apply listening, speaking, and writing skills in Air Force-specific formats and communicate situations with accuracy, clarity, and appropriate style. Students should comprehend the factors which facilitate a smooth transition from civilian to military life.
3. The course syllabus is a detailed guide to lead us through this course. Read it thoroughly. It will answer your questions about class policy, your responsibilities, the course goals, administration, grading, and course schedule. If you require additional information or clarification, please e-mail or see me.
4. Come to class well prepared and with an eagerness to learn! AS400 is designed to prepare you for a career in the world's greatest Air Force and other national security fields.

*Mary Catherine Hague*  
MARY CATHERINE HAGUE, Lt Col, USAF  
Commander, AFROTC Detachment 003  
Professor & Chair, Air Force Science

## NATIONAL SECURITY AFFAIRS Administration

1. *TEXTBOOKS.* You are not required to purchase any books for this course. All of your course readings, handouts, information, and lesson slides will be posted on Google Drive at: [https://drive.google.com/open?id=0Byur-e\\_p0oSYcUNnRkFrSk9xN1k](https://drive.google.com/open?id=0Byur-e_p0oSYcUNnRkFrSk9xN1k)
2. *CLASS TIME AND LOCATION.* Wednesdays 1000 to 1300, Garrison Room 118 in Garrison Gymnasium at the UH main campus (classroom next to AFROTC classroom).
3. *TIMELINESS.* All students will be in their seats on time. Tardiness will not be tolerated. Punctuality and time management are essentials for all professionals.
4. *INSTRUCTION.* Academic classes will be conducted as a combination lecture and guided discussion. Small group exercises, guest speakers, and case studies will supplement the instruction. **Students must be familiar with the reading assignments before class**, and be willing to share knowledge and personal views in class. There will be required course readings that will not be covered in class, but will be testable.
5. *CLASS PARTICIPATION.* Will be graded. NOTE: This grade will reflect your *active* involvement in the class, *not* just answering questions when called on by the instructor. **Students are expected to come prepared to actively participate in class discussions.** Non-attribution will be in effect for all classes (discussions in class will stay in class—share your thoughts, but respect the opinion of others).
6. *(CADETS ONLY) COUNSELING/INTERVIEWS.* Each of you is required to meet with me at least once each semester to discuss your progress, desires, intentions, and problems (if any). I will advise you when to sign up with Mrs. Lisa Meza-Duran. As part of the mid-term counseling, all Air Force cadets are required to **bring a University-specific, Advisor-approved academic plan along with a current transcript.**
7. *OFFICE HOURS.* If you need my assistance or wish to discuss the course, the Air Force, or anything else, please make an appointment with Ms Lisa Meza-Duran, 713.743.4932 or [LMMeza@Central.UH.EDU](mailto:LMMeza@Central.UH.EDU). Our office hours are 0830 to 1600. Learning Support Services is another great resource for general academic issues. There is no reason to earn a low grade in this course. Be proactive and seek assistance early if needed.
8. *POLICY ON CHEATING AND PLAGIARISM.* Students who violate University rules on academic honesty are subject to institutional disciplinary penalties, including course failure and dismissal from the University. While you have certain rights under the University system, the Air Force operates a separate screening program for selecting future officers and will not tolerate any form of academic or other dishonesty.

9. *UH CAPS STATEMENT.* 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](http://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](http://www.uh.edu/caps/outreach/lets_talk.html)

## STUDENT RESPONSIBILITIES

### 1. *CLASSROOM CONDUCT*:

- a. In the military and other national security career fields, when a ranking officer/instructor/ambassador/cabinet secretary/etc. enters or leaves a room, it is customary for others to stand until further instructed by that senior leader.
- b. Once class has begun, attention will NOT be called for other officers of equal or lesser rank entering the room.
- c. You are not required to stand or raise your hand when contributing to class discussion; however you should properly address the instructor, e.g., “Ma’am” or “Lt Col Hague.”
- d. Address our NCOs by their rank, e.g., “Technical Sergeant” and their last name.
- e. Gum chewing is NOT PERMITTED in the classroom. Food and drinks are fine and given our class time snacks are ok but be please be neat.
- f. **If cellular phones and/or beepers are brought into the classroom, they must be silenced and stored out of sight. No texting or surfing the web while in class.**

2. (CADETS ONLY) *UNIFORM WEAR*. Wear your uniform properly and proudly. You must maintain grooming and weight standards to wear the uniform.

3. *HAZING*. **Hazing is not tolerated by the Air Force or the University and is against Texas law.** Do not use your cadet position/rank to take advantage of or inflict cruelty on subordinates, including indignity, oppression, or deprivation of any right or privilege to which they are legally entitled. If there are any indications of behavior toward others that is not 100% compliant with Air Force policy and intent, I will pursue disenrollment.

4. (CADETS ONLY) *CONTRACT STANDARDS*. Contract cadets should be aware of membership requirements. Briefly stated, your requirements (refer to AFROTCI 36-2011 for more detail) include:

- a. You must report all civil involvements (civil, military, or school law enforcement) within 72 hours.
- b. You must maintain a full academic load (12 hours) and acceptable grades.
- c. You must also pass **all** AS courses with a “C” or better and pass LLAB, which is graded pass/fail.
- d. **Do not drop classes or change majors** without first talking to me.
- e. You must continue to meet physical fitness and weight standards.
- f. You must continue to meet medical standards--report any change ASAP.
- g. You must continue to meet Air Force standards of appearance, leadership, self-discipline, and behavior.

These are minimum standards. **The Air Force and other national security career fields are very competitive.** You should always strive to do your best in order to compete successfully!

## ATTENDANCE POLICY/KEY DATES

1. **CLASS ATTENDANCE.** Attendance reflects a good attitude, respect for others, and professionalism. Therefore, I EXPECT YOU TO ATTEND ALL AS 400 CLASSES. All students (ROTC or NOT) must attend a minimum of 80% of scheduled AS400 classes to earn a passing final grade. A record of class attendance will be maintained.
  - If you know you will miss a class, tell me as soon as possible. I WILL DECIDE IF THE ABSENCE IS EXCUSED OR UNEXCUSED.
  - Unexcused absences from class can result in failing the course, conditional membership, or disenrollment—but at a minimum, WILL RESULT in a REDUCTION in course grade.
  - If you miss class (unexcused) when an exam is given or paper is due and do not execute on time, you will GET ZERO CREDIT for the exam/assignment.
2. An absence may be EXCUSED if 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).
  - b. Medically confined or sick (with a Dr's note), or
  - c. Responding to an emergency

AND you notify your instructor **BEFORE** the class absence (or ASAP in case of an emergency). There are very few situations that would prevent you from notifying the instructor before the absence. (Note: Oversleeping or studying for a test are not legitimate reasons to be excused.)

Excused absences DO NOT MEAN CREDIT FOR MISSED CLASS. Rather, an excused absence gives students the opportunity to make up the classwork in order to be considered “in attendance” for that session.

3. (*ROTC CADETS ONLY*) IN ALL CASES, you must submit a memorandum for record (MFR) in accordance with *The Tongue and Quill*, AFH 33-337, pp. 183-184, or the class will be automatically unexcused. If you miss a class, make sure I receive the MFR no later than the first class when you are back in attendance. For LLAB absences route the MFR through the Cadet Chain of Command to the Operations Flight Commander. To schedule and get credit for a LLAB make-up, address with your Cadet Chain of Command.

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

17 January 2018	First Day of AS400 Class (1000-1300)
17 January 2018	First Day of Leadership Laboratory (1430-1630)
23 January 2018	Last Day to Add a Full-term Class (UH Main)
7 March 2018	Mid-Term Exam
12-16 March 2018	Spring Break (No AFROTC classes)
3 April 2018	Last day to drop and receive a “W”
25 April 2018	Final Exam
30 April 2018	Last Day of University Classes
14 May 2018	Grades posted

## GRADING POLICY

1. *Course Grades.* Your grade in this class is based on your performance and the performance of the entire team (your class):

	<b>Deliverables</b>	<b>Points</b>
1.	Daily Topic Briefing (Advocacy)	150
2.	Bullet Statement Exercise	150
3.	Midterm Exam	300
4.	Final Exam	300
5.	Class Participation/Attendance	100
	<b>TOTAL</b>	1,000

Contract Graded: (% Grade)

99-100	A+	88-89	B+	78-79	C+	65-69	D
92-98	A	82-87	B	72-77	C	<65	F
90-91	A-	80-81	B-	70-71	C-		

- *Mid-term and Final Exams:* Will be objective tests on material presented in class and all assigned readings in your student reader from the start of the semester to mid-term, and then from mid-term to the end of the semester.
- *Daily Topic Briefings:* Will be advocacy briefs on a topic of the day, as it relates to national security. Each student will present one, 15-20 minute briefing beginning on Session 3.
- *Participation/Attendance:* This grade reflects your active involvement in the class and your positive contribution/attendance and participation.

2. *Learning Outcomes/Course Goals.* Each student will:

- Value the Oath of Office
- Gain insight into Military Justice/Ethical Decision Making
- Comprehend the Principles of the Airman's Creed and the Code of Conduct
- Comprehend and demonstrate the importance of writing effective bullet statements
- Know key elements of the Air Force feedback systems
- Know the significant accomplishments, contributions, purpose of the NCO force
- Know elements of the Enlisted and Officer Evaluation Systems
- Comprehend the impact of evaluation concepts on subordinate development
- Understand how to properly arrive at your new assignment
- Understand how to manage your pay, SGLI, leave, and travel
- Understand the Air Force officer assignments system
- Understand the Air Force officer promotion system
- Plan with the understanding that your first 60 days of active duty determine the initial path of your Air Force career regardless of rated or unrated.

## SESSION/LESSON SCHEDULE SPRING 2018

SESSION	LESSONS	DATE	TOPIC
1	30, 34	<b>17 Jan</b>	Syllabus Review, The Law of Armed Conflict, Code of Conduct (Advocacy Brief Discussion)
2	31 (reading only), 32, 33	<b>24 Jan</b>	Uniform Code of Military Justice (READING), Military Justice, Military Justice Case Studies
3	35, 44, 55	<b>31 Jan</b>	EUCOM, NORTHCOM, SOUTHCOM
4	48, 52	<b>7 Feb</b>	Air & Space Expeditionary Force, Defense Support to Civil Authorities
5	45 (reading only), 53, 54 (reading only)	<b>14 Feb</b>	Cyber Security (READING), Cyberspace, Nuclear Ops (READING)
6	36, 37, 40	<b>21 Feb</b>	Civilian Personnel, The Enlisted Force, Airman Comprehensive Assessment Process
7	38, 39	<b>28 Feb</b>	Bullet Statements, Bullet Statement Practicum (Midterm Review)
8	47	<b>7 Mar</b>	<b>MID-TERM EXAM</b> (** See note below) <b>NCO Perspective</b>
9		<b>14 Mar</b>	<b>SPRING BREAK – NO AFROTC CLASSES</b>
10	41, 42, 43	<b>21 Mar</b>	Enlisted Evaluation System, Officer Evaluation System, Evaluation Concepts
11	49, 50, 51	<b>28 Mar</b>	Pay, Allowance & Leave, Career Progression, First Officer Assignment
12	58	<b>4 Apr</b>	Ethical Decision Making
13	56, 59	<b>11 Apr</b>	Oath of Office, Airmanship
14	46 (reading only), 57	<b>18 Apr</b>	Risk Management (READING), Virtual Staff Ride—Battle of Roberts Ridge
15		<b>25 Apr</b>	<b>FINAL EXAM</b> (** See note below)

**\*\*Midterm and Final Examinations are a requirement. Any absences not previously coordinated with the instructor at least one week prior to an examination will result in a grade of zero. Traffic delays and other life events should be taken into consideration in your planning to preclude you from showing up late or missing an exam. Exams will be treated as any other UH final examinations when concerning conflicts, testing accommodations, etc.**