The Foundations of the Air Force

AS 100 Syllabus

Fall 2017

Loyola Marymount University

Air Force ROTC Detachment 040



**CAPTAIN JESSICA LANDGRAF**

**ASSISTANT PROFESSOR OF AEROSPACE STUDIES**

**Office: University Hall (Bldg 16), Suite 3100 Email: jessica.landgraf@lmu.edu**

**Office Phone: 310-338-2770/5394 Office Fax: 310-338-7734**

AS 100 – THE FOUNDATIONS OF THE AIR FORCE

**1. Instructor**

Captain Jessica Landgraf, Assistant Professor of Aerospace Studies

Email: Jessica.landgraf@lmu.edu

Work: (310) 338-2770/5394

Cell: 702-275-1019

**2. Class Times**

AS 100 Friday, 0900-0950 St Roberts Hall, 233

Leadership Lab Friday, 1300 –1500\* Various Locations

Physical Fitness Friday, 1545 – 1645 Various Locations

**3. Course Description**

Welcome to AS 100, The Foundations of the Air Force. This syllabus will answer many questions about class responsibilities, course goals, administration, grading, and assignments.

This two-term course, called “The Foundations of the United States Air Force,” is an introduction to the Air Force Reserve Officers Training Corps (AFROTC) and the United States Air Force (USAF). In this overview course, we’ll discuss the history and structure of the U.S. Air Force, the Air Force’s capabilities, career opportunities, benefits, Air Force installations, and communications skills. Neither taking this course nor enrolling in Leadership Laboratory obligates you to the USAF. Instead, these courses are an opportunity for you to “try out” the program and determine if AFROTC and the USAF are a good fit for you. If you decide to continue with the program and would like to pursue a career as an Air Force officer, this course is a first step in that process.

**4. Course Objectives**:

1. Understand Air Force organizational structure and heritage
2. Understand military customs & courtesies
3. Understand Air Force dress & appearance standards
4. Know the Air Force Core Values
5. Understand basic concepts of professionalism & officership
6. Understand Air Force career opportunities & benefits
7. Demonstrate basic oral and written communication skills

“Integrity First, Service Before Self & Excellence in All We Do.”

**5. Course Text Books**

All textbooks are available electronically via the Holm Center website: [www.holmcenter.com](http://www.holmcenter.com). Instructions for accessing this website will be given to you on the first day of class or sent via email shortly before or after. Please inquire with the detachment Education Flight Commander if you are interested in having a non-electronic copy of one of the available texts.

* AS100 Student Study Guide
* T-107 The Foundation of the USAF (2017)
* AFH 33-337 The Tongue and Quill (2015)

A .pdf version of the Tonque and Quill is also available online at the following website:

http://www.e-publishing.af.mil/shared/media/epubs/afh33-337.pdf.

**6**. **Preparation/Participation**

a. I expect each cadet to read the assigned material before class and to be an active participant in each class discussion. If it is obvious to me that you did not prepare for class by doing the assigned reading, your end-of-semester participation point total will be adjusted accordingly. Reading pop quizzes will be administered throughout the semester. Each quiz will be worth 25 points.

b. Several administrative deadlines are listed below. You are responsible for meeting these deadlines.

Spring 2016 Transcripts due (LLAB 3: **15 Sep 17**)

Deadline to return **signed** Form 48 (LLAB 5: **29 Sep 17**)

Deadline to Complete Term Counseling (TBD) (LLAB 8: **27 Oct 15**)

Deadline to Complete Form 63 with NCOs (Last LLAB: **8 Dec 17**)

c. There are a few lessons this semester that do not have an accompanying lecture. Those lessons are clearly annotated on your syllabus as “CBT” or Computer Based Training. For each “CBT” lesson, you are required to turn in a copy of the answers to the cognitive SOBs. As a class, you should work together to determine a format for the SOB assignments. Failure to turn in SOB answers will result in a 10 point reduction in Participation Points.

**7. Timeliness**

Each cadet will be seated before the scheduled class start time. **If you arrive after the room has been called to attention for the start of class, submit a memorandum for record (MFR) within one week explaining your tardiness.** This MFR must be printed, signed, and turned in at the start of the next class period. Electronically submitted MFRs will not be accepted. Improperly formatted MFRs will be returned to you with corrections. You must resubmit a correctly formatted MFR within one week. Based on your MFR, I will assess your tardiness as excused/unexcused. Failing to submit an MFR will result in an automatic unexcused tardy. Each unexcused late arrival will result in a 10 point reduction in your end-of-semester participation point total. In addition, except in extreme circumstances, I will not excuse tardiness due to traffic even with advance notification. You are permitted to make up quizzes or other assignments that you miss as a result of your tardiness. It is your responsibility to be proactive regarding any make-up work.

**8. Attendance**

If you are an active cadet within the AFROTC program pursuing a commission in the USAF, you **must** be present at 80% of class sessions to pass.  **If you know in advance that you cannot make a class, please call or email to let me know.** If your absence is unplanned, please email me as quickly as possible to alert me of your circumstances. I will assess each situation on a case-by-case basis regarding whether the absence is excused or unexcused. You are permitted to make up quizzes or other assignments that you miss as a result of your absence. It is your responsibility to be proactive regarding any make-up work.The existence of video recording capability in our classroom facilitates the make-up process; all class lectures are recorded and available upon request.

NOTE: If you are participating in AFROTC as a special student (academics only), you are bound by the same rules regarding excused and unexcused absences, but you are not subject to the 80% attendance rule. Your grade will be determined solely by the points you earn in the class.

**9. Dress and Appearance**

Cadets will wear the proper uniform (or civilian equivalent) to class and be in compliance with USAF grooming and appearance standards. For the first Friday of every month the Uniform of the Day will be USAF blues. You will be dismissed from class if you do not meet these standards. Such a dismissal could be considered the equivalent of an unexcused absence and result in a 20 point reduction in your end-of-semester participation point total.

**10. Protocol**

a. Whenever the instructor or a more senior officer enters or leaves the classroom, the first person to see the officer will call the class to attention. Each day, a self-appointed class leader will call the class to attention at the beginning of class and report “class is ready for instruction.” Address officers as “sir/ma’am” or by rank. Enlisted personnel should be addressed by their rank.

b. Make sure all computers, cellular phones, and pagers are turned **off** before the start of class. Unless you receive specific permission, electronic devices are not permitted during class time. Failing to shut off your electronics could result in being dismissed from class and receiving an unexcused absence.

c. Using common sense as a guide, eating and drinking are permitted in the classroom. Please clean up after yourselves. Abusing this privilege will result in a no food or drink policy.

d. The classroom is a non-attribution environment and cadets are encouraged to discuss and challenge any theory or opinion in order to enhance the learning process. However, non-attribution does not relieve cadets from the responsibility for proper respect towards one another, and for the military chain of command.

e. Unless specifically stated otherwise, you are expected to respond to any emails from detachment cadre within 72 hours.

**11. Grades**

Activity Points (% of overall grade)

Midterm Exam 250 25% Final Exam 250 25%

About Me Briefing 150 15%

Why I joined AFROTC Talking Paper 150 15%

Quizzes 100 10%

Participation Points 100 10%

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**Total 1000 100%**

1. To meet AFROTC academic standards, you must receive a "C-" (700) or better in this course. As a general rule, AFROTC acadmic classes cannot be taken on a pass/fail basis. If you choose to enroll in this class on a pass/fail basis through the university registrar, please be aware that you will still earn a letter grade based on the total points you receive, and that letter grade will be factored into your AFROTC GPA.
2. Late work will not be accepted in the event of an unexcused absence or tardy. In any other circumstance, please communicate with me. I will always try to accommodate valid reasons for late work; realize, however, that I am not obligated to award full credit to assignments that are not turned in on time.
3. Grading Scale (total points):

1000-920 = A 799-780 = C+

919-900 = A- 779-720 = C

899-880 = B+ 719-700 = C-

879-820 = B 699-600 = D

819-800 = B- 599 and below = F

1. If you have an idea for an outside project that you think deserves extra credit, please talk to me about it prior to the midterm exam. Please note that students with **unexcused** absences or **unexcused** tardies are not eligible for extra credit.
2. Cheating and plagiarism will NOT be tolerated. Suspected cases of either will be investigated on a case-by-case basis. At a minimum, students who commit an offense should expect to earn a failing grade on the assignment. Depending on the circumstances, students may also receive a failing grade in the class and/or be dismissed from AFROTC.

**12. Exams**

a. Exams are derived directly from each lesson’s samples of behavior (SOB). If you can correctly answer the SOBs from the readings and class lecture, you will do well on the exams. Please note that some SOBs will only be covered in your readings and will not be explicitly discussed during the class lecture, and some SOBs are not covered in the readings and are only covered in the lecture. If you have any questions about the SOBs, please do not hesitate to ask.

b. The midterm exam will cover the material from the first half of the semester. The final exam will cover material from the second half of the semester. **The final exam is not cumulative**. Exams may include multiple choice, matching, fill in the blank, and short answer questions.

c. Cadets are expected to take exams during the scheduled exam period. Make-up exams will be scheduled on a case-by-case basis.

**13. Writing Assignment**

a. You will compose 2 page Talking paper (see the *Tongue & Quill* for formatting guidance) on why you joined AFROTC. More information on this assignment a grading rubric, will be provided in class on 27 October.

b. Your written assignment must be turned in at the start of class on the day it is due (3 November). Emailing written assignments is not permitted. Late assignments will be penalized with a one letter grade reduction each week.

**14. Briefing Assignment**

a. During the semester, you will complete one briefing assignment. It is a three-minute autobiographical “About Me” briefing. In three minutes, you are expected to provide a military-formatted briefing that describes yourself to the class. You must conclude your briefing prior to the three-minute mark. 20 points will be deducted from the briefing grade for not finishing in the allotted time.

b. I have one class session (Friday, 17 November) dedicated to student briefings. Not all students will be able to present during that time. I anticipate scheduling briefing sessions in the Detachment classroom on as many Fridays as required to accommodate every student.

c. All briefing assignment PowerPoint presentations must be emailed to me no later than 2300 (11:00 PM) on Wednesday, 15 November. I will ensure that your briefing is loaded and ready to present on the day you are scheduled to give your briefing. If you do not send me your slides in advance, you will risk giving your presentation with no visual aids and your grade **will** be reduced by one letter grade.

**15. Attachments**

* Attachment 1: AS 100 Course Outline
* Attachment 2: Other Important AFROTC responsibilities
* Attachment 3: Class Tardiness/Absence Memo/Template

**Attachment 1: AS 100 Tentative Course Outline**

**Fall 2017**

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| --- | --- | --- | --- | --- |
| **Week** | **Date** | **Topic** | **Administrative Deadlines** | **Assignment / Test** |
| 1 | 1 Sep | Lesson 1: Welcome  and Course Overview |  | - Read Lesson 2 & Complete Lesson 3 CBT |
| 2 | 8 Sep | Lesson 2: Introduction  to ROTC |  | - Lesson 3 SOBs due TODAY  - Read Lesson 4 |
| 3 | 15 Sep | Lesson 4: Air Force Dress and Appearance Standards | - College academic transcripts, SAT/ACT (if applicable) due to Capt Landgraf | - Read Lesson 5 |
| 4 | 22 Sep | Lesson 5: Military Customs & Courtesies |  | - Read Lesson 6 |
| 5 | 29 Sep | Lesson 6: Team Building: A Central Skill | - Must be PT eligible  - Form 48 due to Capt Landgraf | - Study SOBs for Exam  - Read Lesson 8 |
| 6 | 6 Oct | Lesson 8: Military Communication Skills |  | - Review T&Q Chapters 2, 10, 12, and Part IV |
|  | 13 Oct | Autumn Day: No Class or Leadership Lab |  |  |
| 7 | 20 Oct | **MIDTERM EXAM** | - Term Counseling (TBD) | - Read Lesson 8 |
| 8 | 27 Oct | Vandenberg AFB Visit |  | - Read Lesson 7  - Why I joined AFROTC Talking Paper |
| 9 | 3 Nov | Lesson 7: War and the US Military |  | - Why I joined AFROTC Talking Paper due TODAY  - Read Lesson 11  - List top 3 AFSC choices |
| 10 | 10 Nov | Lesson 11: Air Force  Officer Career  Opportunities |  | - Top 3 AFSC choices due TODAY  - About Me Briefing (slides due 2300 15 Nov) |
| 11 | 17 Nov | **About Me Briefings** |  | - Complete Lesson 9 CBT & Read Lesson 10  - Draft Top 3 AFSC choices  - Prepare questions for Exam Review |
|  | 24 Nov | Thanksgiving Break: No Class or Leadership Lab |  | - Complete Lesson 9 CBT & Read Lesson 10  - Draft Top 3 AFSC choices  - Prepare questions for Exam Review |
| 12 | 1 Dec | Lesson 10: Air Force  Benefits  Exam Review |  | - Lesson 9 SOBs due TODAY |
| 13 | 8 Dec | **FINAL EXAM** | **-** Form 63 due to NCOs |  |

***\*\* COURSE OUTLINE MAY BE CHANGED AT THE INSTRUCTOR'S DISCRETION \*\****

**Attachment 2: Other Important AFROTC Responsibilities**

1. **Term counseling**: You must schedule a term counseling with your AS instructor at the beginning of the semester or quarter (for those on the “quarter system.”) The counseling session should occur as early as possible, but no later than eight weeks into the semester. Make sure you are on time and in uniform. LMU cadets should schedule their counseling sessions Monday-Thursday, to reserve Fridays for cross-town cadets.

A scheduled counseling session provides you an opportunity to discuss any AFROTC-related issues with your instructor. Please use this time to ask questions about the opportunities that are available to you in AFROTC and upon commissioning in the USAF. During this time, your instructor will review your transcripts and academic plan (Form 48), verify your eligibility to participate in AFROTC. It is your responsibility to ensure you obtain and maintain all eligibility standards. Any failure to meet standards may result in dismissal/disenrollment from AFROTC.

2. **Academic records**:

a. Forward your last term unofficial transcripts from your schools to the Det (the form must show your name, school, term and cumulative GPA)

b. Update your AFROTC Form 48 (academic plan), ensuring your academic advisor signs it

3. **Immediate notification**: You must notify the Det within 72 hours if any of the following occurs:

a. You have any interaction with civil, school or military law enforcement, including traffic tickets/warnings, alcohol charges, interviews, etc.--even if charges are subsequently dropped

b. You have an incident involving possession, use or sale of illegal drugs

c. Your medical condition/status changes (illness, broken bone, etc.)

4. **ASAP notification**: You must notify me as soon as possible if you:

a. Desire to change majors

b. Desire to withdraw from any course (especially if the change reduces you to less than full-time student status—usually twelve semester hours)

c. Are having academic problems

d. Are placed on any type of probation by your university

e. Anticipate a term or cumulative GPA of less than 2.5

f. Anticipate receiving a "F" or an “I” in any course

g. Anticipate a "D" for a course that will require you to retake that course

h. Anticipate a change in your date of graduation

**These notification requirements are MANDATORY for contract/scholarship cadets, and if not followed, can result in the loss of scholarship and possible dismissal from AFROTC.**

**Attachment 3** *[Do not include this in your MFR to me!*]

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| --- | --- |
|  | **AIR FORCE ROTC DETACHMENT 040**  **LOYOLA MARYMOUNT UNIVERSITY** |

DD Month YY

MEMORANDUM FOR DET040/AS 100 APAS [*Note two spaces after “FOR”*]

FROM: C/Rank Full Name [*Note capitalization*]

SUBJECT: AS 100 Letter of Absence (or AS 100 Letter of Tardiness)[*Choose one!*]

1. I was absent (or tardy) on DD Month YY.

2. I was absent (or tardy) because…[*State your reason in a* ***single*** *complete sentence.*]

3. I should be excused because…[*Use complete sentence(s). If you cannot justify why your absence or tardy should be excused, simply type: This absence (tardy) should not be excused.*]

4. I notified my instructor, Capt Landgraf, on DD Month YY (in person) or (via email) or (over the telephone). [*Choose one!*]

5. I understand that in order to pass AS 100 I must attend at least 80% of scheduled classes. I will make up the work missed due to my absence (or tardiness).

6.If there are any questions I can be reached at (###) ###-#### or by email at [mymail@server.com](mailto:mymail@server.com).

[*Insert 4 lines here*]

[*Ensure your signature is on the 4th line*] [Sign here in pen!]

[*The signature block begins on the 5th line]* FIRST M. LAST, C/Rank, AFROTC

Duty Title (Ex. Echo Flight Cadet)

1st Ind, Det 040/AS 100 APAS

MEMORANDUM FOR RECORD

Your AS 100 absence (or tardiness) was excused / unexcused.

[*Insert 4 lines here*]

[*The signature block begins on the 5th line]* JESSICA L. LANDGRAF, Capt, USAF

Assistant Professor of Aerospace Studies