**The Foundations of the Air Force**



**AS 101 Syllabus**

**Spring 2018**

**Loyola Marymount University**

**Air Force ROTC Detachment 040**

AS 101 – THE FOUNDATIONS OF THE AIR FORCE

**1. Instructor**

Captain Jessica Landgraf & Major Melinda Albiston, Assistant Professor of Aerospace Studies

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**2. Class Times**

AS 101 Friday, 1000-1050 University Hall, Suite 3100

Leadership Lab Friday, 1300 –1500\* Various Locations

Physical Fitness Friday, 1545 – 1645 Various Locations

**3. Course Description**

We will continue our classes on “The Foundations of the United States Air Force,” as 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. For a few of the required texts (annotated with an asterisk), we have leftover hard copies available for your use. Please inquire with the detachment Education Flight Commander if you are interested in having a non-electronic copy of one of the available texts.

* T-107 The Foundation of the USAF (Student Reader) 2013-14
* AFH 33-337 The Tongue and Quill\* 2004

I have a few paper copies of The Tongue and Quill that students may borrow. A .pdf version of the

book is 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. If necessary, I reserve the right to administer reading quizzes. Poor performance on reading quizzes would be reflected in your class participation grade.

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

Fall 2017 Transcripts due (Week 3: 26 Jan 2018)

Deadline to Schedule Term Counseling (Week 4: 2 Feb 2018)

Deadline to return signed Form 48 (Week 5: 9 Feb 2018)

Deadline to Complete Term Counseling (Week 8: 16 Mar2018)

c. There are a few lessons this semester that do not have an accompanying lecture. Those lessons are clearly annotated on your syllabus as “READ ONLY.” For each “read only” 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. Your grade on those assignments will be based on both the content of your answers as well as the extent to which you adhere to the format determined by the class.

**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 or call me as quickly as possible to alert me of your circumstances. **If you miss a class,** **submit a memorandum for record (MFR) within one week explaining your absence.** 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.

 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. 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. If your cell phone rings during a class session, you will be expected to provide snacks for the class during the subsequent class meeting.

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%

Quizzes 200 20%

Bullet Background Paper 100 10%

Briefing Assignment 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 academic 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 30 Mar 17. 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.

**13. Quizzes**

Two scheduled quizzes will be administered during this semester. Each quiz is designed to aid the student in ensuring that they are (1) grasping the material and (2) give them a good sense of what type of material will be on the midterm and final. In some cases, questions will be repeated, so it is in the best interest of each student to review quizzes prior to taking midterms and finals.

**11. 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. 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.

**12. Written Assignment - Bullet Background Paper (BBP)**

 a. During the semester, you will complete one written assignment: a 1-2 page BBP. Additional details about this assignment will be distributed and you will choose a topic related to either your personal history or a personal hero. Your topic must submitted for approval by 23 Feb.

 b. Your written assignment must be turned in at the start of class on 6 Apr. Late assignments may be turned in at the detachment or at the start of the next class period. Emailing written assignments is not permitted. Late assignments will be penalized with a one letter grade reduction each week.

**12. Briefing Assignment**

 a. During the semester, you will complete one prepared briefing assignment. Additional details about this assignment will be discussed during the course of the semester.

b. I have one class session (Friday 16 March) dedicated to student briefings. All students will sign up for a briefing date/time during class on Friday 16 February. All tardiness and absence policies will be in effect for the day you are scheduled to give your presentation.

**14. Attachments**

* **Attachment 1: AS 101 Course Outline**
* **Attachment 2: Class Tardiness/Absence Memo/Template**
* **Attachment 3: Other Important AFROTC responsibilities**

**Attachment 1: AS 101 Tentative Course Outline**

**Spring 2018**

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| **Week** | **Date** | **Topic** | **Admin Items** | **Assignment / Test** |
| 1 | 12-Jan | Lesson 12: Welcome |  | Read T-107 Lesson 13 |
| 2 | 19-Jan | Lesson 13: Air Force Operations | - Must be PT eligible (new cadets turn in Sports Physicals) | Read T-107 Lesson 14 |
| 3 | 26-Jan | Lesson 14: Listening: The Neglected Skill | - College academic transcripts, SAT/ACT (if applicable) due | Read T-107 Lesson 15 |
| 4 | 2-Feb | Lesson 15: Air Force Installations | - Term Counseling must be scheduled (scholarship & new cadets ONLY) | READ ONLY Lesson 16: Principles and Tenets of Airpower (video) and answer Cognitive SOBsRead T-107 Lesson 18 |
| 5 | 9-Feb | Lesson 18: The Air Force Core Values: The Price of Admission  | - Form 48 due  | **Lesson 16 SOBs due TODAY**READ ONLY Lesson 17: Making Policy and Strategy and answer Cognitive SOBs |
| 6 | 16-Feb | Lesson 18: The Air Force Core Values: The Price of Admission  | - Term Counseling must becomplete! (scholarship & new cadets ONLY) | **Sign up for Briefing Assignment topic TODAY**Study SOBs for Midterm |
| 7 | 23-Feb | **MIDTERM EXAM** |  | **Sign up for Written Assignment topic TODAY**Read T-107 Lesson 19 |
| 8 | 2-Mar | Lesson 19: The Air Force Leader |  | Read T-107 Lesson 20 |
| 9 | 9-Mar | **NO CLASS – SPRING BRK** |  | Read T-107 Lesson 20Finalize Briefings |
| 10 | 16-Mar | **Briefings** |  |  |
| 11 | 23-Mar | Lesson 20: Airpower Through WWI |  | Read T-107 Lesson 20Finalize Talking Paper |
| 12 | 30-Mar | **NO CLASS – EASTER BREAK** |  |  |
| 13 | 6-Apr | Lesson 20: Airpower Through WWI |  | **Talking Paper due TODAY**Read T-107 Lesson 21 |
| 14 | 13-Apr | Lesson 21: Human Relations in the Air Force |  | Read T-107 Lesson 22 |
| 15 | 20-Apr | Lesson 22: Oath of Office |  | Study SOBs for Final |
| 16 | 27-Apr | **FINAL EXAM** |  |  |

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

**Attachment 3: 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 deadline to sign up for an appointment with Maj Albiston is 3 February. 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.

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 essential 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 101 APAS [*Note two spaces after “FOR”*]

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

SUBJECT: AS 101 Letter of Absence (or AS 101 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 Alva, on DD Month YY (in person) or (via email) or (over the telephone). [*Choose one!*]

5. I understand that in order to pass AS 101 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.

[*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 101 APAS

MEMORANDUM FOR RECORD

Your AS 101 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