COLDSPRING-OAKHURST AIR FORCE JROTC

TX - 20066

2020 – 2021 SY AS400/LE400 COURSE SYLLABUS

Our Mission: To develop citizens of character dedicated to serving their nation and community.

COURSE NAME: ***Aerospace Science 400: Management of the Cadet Corps Leadership Education 400: Principles of Management (2008 textbook)***

CREDIT HOURS: 1 General Elective or Physical Education Elective

INSTRUCTOR'S NAMES: Major Tonia Y. Howze, USAF (Ret), thowze@cocisd.org and MSgt David Williams III, USAF (Ret), dwilliamsiii@cocisd.org

REQUIRED MATERIALS: Aerospace Science 400: Management of the Cadet Corps Leadership Education 400: Principles of Management (2008 textbook)

Unit 1: Introduction to Management
Unit 2: Planning
Unit 3: Organizing
Unit 4: Leading AF Manual 36-2203, Personnel Drill and Ceremonies Select Videos, DVDs, and Handouts TX-20063 Cadet Guide

COURSE DESCRIPTION: Aerospace Science 400 is for fourth year cadets. During this year of training cadets may hold upper level positions with senior decision-making management responsibility in the Corps of Cadets.

The course consists of three components: Aerospace Science (40%), Leadership Education (40%) and Wellness/Physical Fitness (20%).

Aerospace Science 400 cadets manage the entire Corps of Cadets during their fourth year in the Air Force Junior ROTC program. This hands-on experience affords cadets the opportunity to put theories of previous leadership courses into practice. Planning, organizing, coordinating, directing, controlling, and decision-making will be done by cadets. They will put into practice their communication, decision-making, personal-interaction, managerial, and organizational skills to run an effective Corp.

Leadership Education 400 provides exposure to the fundamentals of management. The text contains many leadership topics that will benefit students as well as provide them with some of the necessary skills needed to put into practice what they have learned during their time in AFJROTC. Furthermore, it will equip cadets with the qualities needed to serve in leadership positions within the Corps.

Throughout the text are many ethical dilemmas, case studies, and role play activities built into the lessons. These activities are based on real life experiences and will allow students the opportunity to practice what they learn by getting involved in discussions and expressing their opinions. Cadet Corps activities include holding the highest positions of responsibility in the Corps of Cadets. Additionally, cadets will oversee Military Drill and Ceremonies projects during the year.

Wellness/Physical Fitness incorporates the Cadet Health and Wellness Program (CHWP). The CHWP is an exercise and activity program focused on individual base line improvements with the goal of achieving a Presidential Physical Fitness standard based on age and gender. The goal of CHWP is to motivate JROTC cadets to lead active, healthy lifestyles beyond program requirements and into their adult lives. Cadets are given the opportunity to put into practice the wellness concepts taught in Leadership Education. The wellness/physical fitness portion of the program also incorporates locally developed team leadership activities to develop teamwork and camaraderie.

COURSE OBJECTIVES AND GOALS: Aerospace Science 400: Management of the Cadet Corps

1. Apply theories and techniques learned in previous leadership courses.
2. Analyze how to develop leadership and management competency through participation.
3. Analyze strengthened organizational skills through active incorporation.
4. Evaluate how to develop confidence in ability by exercising decision-making skills.
5. Evaluate Air Force standards, discipline, and conduct.

Leadership Education 400: Principles of Management

1. Know the history and the importance of management.
2. Know the techniques and skills involved in planning and decision making.
3. Know the importance of managing change, stress, and innovation.
4. Know the key elements of individual and group behavior, the importance of the communication process, and the characteristics of a good leader.

Wellness and Physical Fitness

1. Create an individualized training program based on national standards by age and gender.
2. Identify areas of improvements for each cadet and provide guidance for improvement.
3. Incorporate a physical training program to reach fitness goals.

Uniform Day:

Students **WILL** wear the Air Force JROTC uniform weekly **(Wednesday)** and the **issued** PT uniform on **Friday**. If you are in need of or forget a uniform item on inspection day, report to the Cadre prior to 1st period, and notify an instructor.

Grading Procedures: Grades from the Aerospace Science portion of the course count 40% of the AFJROTC final grade and will be graded by the SASI. The Leadership Education portion of

the grade counts 40% of the final grade and will be graded by the ASI. The CHWP portion of the program counts for the remaining 20% of the final grade and will be graded by the SASI and/or ASI. Drill will be evaluated by the ASI and the SASI. **HABITUAL NON-WEAR OF THE UNIFORM AND FAILURE TO MAINTAIN STANDARDS WILL RESULT IN A FAILING GRADE AND DISMISSAL FROM THE PROGRAM**.

Grades will be computed in accordance with standard COCISD grading policy.

MAJOR GRADES	**DAILY GRADES**
Uniform Wear	Class Attendance, Preparation & Participation
Exams (Midterm & Final)	Quizzes
Parades & Special Events	Class work/Homework

Grading Scale: As set by the Texas State Board of Education

Grade	**Percentage Required**
A	90 and above
B	80 - 89
C	70 - 79
D	60 - 68
F	69 and below

Uniform Wear (Major Grade): Uniform wear is a large part of compliance with the Air Force JROTC program. ALL cadets are required to wear the appropriate uniform each **Wednesday, from the start of the school day until released.** Make-up day for excused absences on uniform day is the following Thursday. There will be **no uniform make-up for unexcused absences, unless by the SASI or ASI**. Failing to wear the uniform all day will result in a "0" (zero) grade for that uniform day. Multiple failures to wear your uniform can lead to disenrollment from the course.

Failure to turn in uniforms by the end of the course/year will result in an overall "I" incomplete grade for the course and the principal notified.

Exams (Major Grade): Two types of major exams will be administered during the course: midterms and finals. Tests will be a comprehensive assessment of all material taught since the last test. These tests will cover the concepts taught in all portions (AS, LE, Wellness) of the AFJROTC curriculum.

Class Attendance, Preparation, and Participation (Daily Grade): Today's workforce does not earn a paycheck unless they show up ready for work. Cadets earn grades commensurate with their class participation and effort. Cadets who are not present or prepared cannot participate fully in class. This is especially key to drill and physical fitness. Class preparation includes cadet

adherence to proper grooming standards daily as outlined in Air Force Instruction and school dress code.

Quizzes (Daily Grade): Daily quizzes will be administered throughout the course. Quizzes will cover all material taught since the last quiz or test.

Homework/Classwork: Assignments are due at the beginning of the class period, unless otherwise directed or the cadet has an excused absence that day. For excused absences, the assignment will be due on the next class day that the cadet is present. Assignments not turned in on the due date because of an unexcused absence will receive a "0" (zero) grade for that assignment.

Community Service: Cadets will have multiple opportunities to perform Air Force JROTC sponsored community service during each semester.

Curriculum In Action Trips (CIA)/Field Trips: Throughout the semester, the cadets will have opportunities to participate in school-sponsored activities that serve as an extension of the AFJROTC curriculum. These trips may include NASA, Museums, Military Installations, etc. Cadets must be in good academic and disciplinary standing to participate.

Class Behavior: The nature of the AFJROTC mission, as well as its high visibility within the school and community, requires it members to adhere to higher standards than might be found among the student population.

Inappropriate behavior, in or out of uniform, is prohibited while in participating in AFJROTC. This behavior includes, but is not limited to, consuming alcohol, drug abuse, tobacco use, horseplay, public displays of affection, fighting, disparaging remarks, insubordination, disrespect, verbal threats and physical attacks.

EXPECTATIONS FOR CADETS

1. Follow the chain of command (i.e. cadet-element leader - Flt/Sgt, Flt/CC, Sqd/CC, DO, VC, Group/CC, ASI, SASI).
2. Always use the titles sir/ma'am when addressing AFJROTC staff and senior ranking cadets.
3. Be on time. Don't be late to class, scheduled events, practices, etc.
4. Always bring your required items to class (notebook, pen/pencil, textbook, etc).
5. Wear the correct uniform on the appropriate day.
6. Place personal belongings under your desk – nothing in the aisle.
7. Raise your hand and wait to be acknowledged; do not talk without permission.
8. Listen respectively and attentively to the speaker/presenter or fellow cadets when they are speaking.
9. Treat others with mutual respect. Profanity, vulgar language, racial or ethnic slurs, derogatory comments, sexual harassment, or harassment of any fellow cadet or student will not be tolerated.

10. Remain in your seat unless given permission to move about the room

11. Remain professional; do not sit on desks, tables, trash cans, etc.

12. Unauthorized personnel are not allowed in the staff offices or storage room.

13. Always use the trash can to dispose of trash. If you see trash on the floor, clean it up.

14. No eating, drinking and **ABSOLUTELY** no **CHEWING GUM** in the classroom.

15. Wearing hats indoors is prohibited.

16. Maintain loyalty to the Corps, school, and your values.

17. No horseplay in the AFJROTC areas.

18. Maintain self-control and your self-respect at all times.

19. Do not disrespect instructors, higher-ranking cadet officers and NCOs.

Observe Class Protocol: It is an Air Force custom to stand at attention when a ranking officer or school administrators enters or leaves a room. We will observe this custom in the AFJROTC class. Unless directed otherwise, the first cadet viewing the instructor or ranking officer enter the room will call the class to attention. Additionally, you are required to wear your uniform to class on Wednesday all day. Cadets are expected to always maintain a high standard of dress and appearance while in uniform. Wear the uniform in a manner that emphasizes pride and keep your personal appearance above reproach (i.e. haircuts, weight standards, etc.).

Cell Phones: Cell phone policy is in accordance with Coldspring-Oakhurst School district. Cell phones must remain turned off and, in the students, backpack during the instructional day. Students who use the telecommunications device during the school day, will have the device confiscated. Parents may pick up the confiscated device from the principal's office. Any student who refuses to turn over their cell phone will be considered insubordinate and will receive additional disciplinary consequences.

WHAT YOU CAN EXPECT FROM US:

a. **HELP**: BOTTOM LINE, We want you to succeed. Stop in and see us if you have questions on the material or the Air Force.

b. **STRAIGHT ANSWERS**: The Air Force is a great way of life full of exciting opportunities. Hopefully, you will continue in Air Force JROTC. We will do everything we can to help you. You will be given every opportunity and all the assistance available in order for you to succeed.

OFFICE HOURS: Our standard duty hours are 0730 – 1530 hours. We are in the room 702. We have an open-door policy, and you can come by and discuss anything you need to if we are available. You can contact either Instructor through the **Remind App**, **please do not text an Instructors personal cell phone, unless it is an emergency**.