AFS 102L SYLLABUS

Unique Number 44335/44340

Foundations of the United States

Air Force II

Spring 2017

AFROTC Detachment 825
The University of Texas at Austin

Captain James H. Beilby, Instructor
Office Phone: (512) 232-2372
Office: CLA 5.726
Email: James.Beilby@austin.utexas.edu
MEMORANDUM FOR AS 100 STUDENTS

FROM: Captain James H. Beilby

SUBJECT: Welcome

1. Welcome to your second semester of Air Force Science classes at UT! Foundations of the United States Air Force is an introductory course designed to help you transition to an Air Force ROTC cadet. Last semester you learned some of the basics in the Air Force. This semester we will expound on those topics to cover: Listening and communication skills, teams, diversity and harassment in the Air Force as well as some of the specific Air Force Installations and what it really takes for an officer to lead. I challenge you to make the most out of the class. Make no mistake; I have very high expectations for you and for this class. As a minimum, I expect each of you to:
   a. Read the associated lesson before coming to class
   b. Come to class prepared to learn and participate
   c. Know the course requirements
   d. Maintain the highest military standards

2. Study hard and make wise decisions. We need YOU in the Air Force, so keep your grades above the standard, attend all your classes, and focus on completing all the requirements for your eventual graduation and commission!

   Integrity First – Service before Self – Excellence in All We Do!

   // signed //
   JAMES H. BEILBY, CAPT, USAF
   Instructor
   Department of Air Force Science
AFROTC Detachment 825

Attendance Policy and Rules of Engagement

I expect you to make the effort to attend 100% of this class and its associated Leadership Lab (LLAB). Learning is maximized when you are in class with your peers. Treat classes as a military appointment.

When you must miss class for valid, unavoidable reasons, notify me as soon as possible but no later than before class start time. In case of unexpected circumstances (i.e., emergencies), you should notify me no later than 24 hours after class session. Alternate requirements or makeup activities will be arranged by the instructor for the valid, unavoidable criteria listed below:

1. Participation in an approved field trip or other official University activity (e.g., athletics, debate, music, theater arts, AFROTC physical). Note: Fraternity and/or sorority functions are not official University activities; or

2. Sickness or medical confinement; or

3. An emergency (e.g., death in the family, automobile accident, etc…).

Make-up work may be allowed for excused absence at the discretion of the instructor. If the approved make-up work is not completed within one week, the absence will be considered unexcused.

Other absences will be considered “unexcused” and count against your attendance record. An attendance rate below 80% for class, to include LLAB, will result in course failure.

Administrative Requirement: Regardless of circumstance, if you miss class, email me within 24 hours about the absence (with LAST NAME, ABSENT as your subject line).

Key Dates:

17 Jan – Classes Begin
8 Mar – Mid-Term Exam
13-18 Mar – Spring Break
3 Apr – Last day to drop a class w/out academic penalty
3 May – Last class & Final
5 May – Last day of classes
10-13, 15-16 May – Final examinations
19 May – Commissioning
20 May – College and school graduations

Course Location and Hours: (44335) Wed 1200-1300, CLA 5.404
(44340) Wed 1300-1400, CLA 5.404

Office Location and Contact info: CLA 5.726A - Office Hours (0800-1600)
Office: 512-232-2372
James.Beilby@austin.utexas.edu
**Student Responsibilities and Guidelines**

**Classroom Conduct:**

1. When a ranking officer/instructor enters the classroom, students will stand and come to attention until told to be seated by the officer. When the officer prepares to leave the classroom, the students must again come to attention until dismissed or until the officer leaves the classroom. Class members will select a class monitor and alternate who will make these announcements for all class sessions.

2. Students are not required to stand or raise your hand when contributing to class discussions, but you must be respectful of others at all times. You will properly address the instructor as sir/ma’am or by rank (e.g., Lieutenant, Captain, Major, Colonel) and address NCOs as sergeant. You will not shorten or abbreviate officer ranks.

3. No eating, smoking, or use of other tobacco products while in class.

4. Drinks are allowed; however, containers must have a lid.

5. During class, cell phones will be turned off.

6. No personal use of laptop computers or tablets during class.

**Saluting/Reporting:** When in uniform, render a hand salute and verbal greeting to all military officers outside, and when reporting in (whether or not in uniform). Salute all ranking cadet officers, of all military services, when in uniform. Unless told to enter at ease, you must use proper reporting procedures when entering the office of a commissioned officer.

**Uniform Wear:** Wear your uniform properly and proudly! You must maintain grooming and weight standards to wear the uniform. *Note: AFI 36-2903 requires that dress and appearance standards are followed on- and off-duty.*

**Civilian Clothes/Uniform:** In accordance with AFROTCI 36-2008 cadets will wear their uniform for at least one full day per school week, during their attendance at LLAB, and for Practical Military Training (PMT). GMC cadets will wear appropriate civilian attire to their AS class. POC will wear UOD to their AS class. Appropriate civilian clothes may be worn at other times while in the CLA. NO HATS will be worn in the building at any time.

**Hazing:** Hazing is neither honorable nor respectful behavior. Hazing is inconsistent with military order. Do not use your cadet position or rank to take advantage of, or inflict cruelty on subordinates, to include indignity, oppression, or deprivation of any right or privilege to which they are legally entitled. Be honorable, be respectful.

**Drugs & Alcohol:** No drugs, period. No drinking alcohol unless you are of legal age. Be responsible—do not abuse alcohol and never drive while or after drinking.

**Cadet Standards:** Cadets must be aware of membership requirements (refer to AFROTCI 36-2011). Here’s a recap of your requirements (these are not all-inclusive):

1. Report all negative civil, military, or school involvements to the detachment within 72 hours. If the incident occurs during a school break lasting longer than 72 hours, cadets may wait to report the involvement NLT 72 hours after their return to classes following the break.

2. Maintain a full academic load of 12.0 credit hours (exceptions for final semester) and term and cumulative GPA of 2.50 or greater (a 2.50 cumulative GPA is required to compete for an enrollment allocation). You must also pass all AS courses with a C or better and no F or incomplete grades in any of your classes. Correspondence courses must have prior approval to be considered in your full-time status. Additionally, a scholarship cadet who earns less than a 2.50 term GPA will have the scholarship suspended for the next term, even if it is the cadet’s first
failure to meet academic standards
3. Remain in good standing at your institution.
4. Discuss plans to drop classes or change majors with us in advance.
5. Meet physical fitness and weight standards.
6. Meet medical standards and advise us of any changes in your status.

**Administration**

**Timeliness:** Be on time. Treat classes like a military appointment.

**Instruction:** Academic classes are conducted as a combination of lecture and guided discussion. Be prepared for class by reading assignments in advance. Be able to share your knowledge and personal views in class. Classes may be supplemented with films or videos.

**Counseling Interviews:** In accordance with AFROTCI 36-2011, each student will meet with me for an academic plan review and counseling interview. We will have at least one per term, with the first one occurring within the first few weeks of each semester. Plan on 30 – 45 minutes for your appointment, be in uniform and be on time. You must bring your current and signed Form 48.

**Office Hours:** If you need my assistance or wish to discuss the course, the Air Force, or anything else, don’t hesitate to schedule an appointment with me or just swing by my office.

**Policy on Cheating:** One of the Air Force core values is *Integrity First.* Do not cheat or tolerate anyone who does. Academic integrity means honesty and responsibility in scholarship. Professors have to obey rules of honest scholarship, and so do students. For further information on academic dishonesty, please visit [http://www.catalog.utexas.edu/general-information/the-university/](http://www.catalog.utexas.edu/general-information/the-university/)

**Textbooks:** You will use three main sources of material to prepare for this class. First is your Student Study Guide (SSG) *Air and Space Studies 100: The Foundation of the United States Air Force* 2016/2017 Edition. Second review the slides which will be posted on Canvas prior to all classes. You should print and bring to class. Lastly you will use the *Tongue and Quill* 2015 edition.

You will be issued additional supplies and uniforms. You are required to return most items by the end of the semester or if you leave the program.

**Students with Disabilities:** Students with Disabilities may request appropriate academic accommodations from the Division of Diversity and Community Engagement, Services for Students with Disabilities, (512) 471-6259, [http://diversity.utexas.edu/disability/](http://diversity.utexas.edu/disability/)

**Accommodations for Religious Holidays:** By UT Policy, you must notify me of your pending absence at least fourteen days prior to the date of observance of a religious holy day. If you must miss class, an examination, a work assignment, or a project in order to observe a religious holy day, you will be given an opportunity to complete the missed work within a reasonable time after the absence.

**Behavior Concerns Advice Line (BCAL):** If you have concerns about the safety or behavior of fellow students, TAs or Professors, call BCAL (the Behavior Concerns Advice Line): 512-232-5050. Your call can be anonymous. If something doesn’t feel right – it probably isn’t. Trust your instincts and share your concerns.
3. Course Objectives

Each student will know:
1. The course material and requirements for ROTC and AS 100
2. The structure and opportunities at ROTC as well as benefits available to cadets
3. Air Force organizational structure, its mission, the competencies and capabilities needed to complete the mission, and how we prepare for war
4. Air Force dress and appearance standards
5. Air Force customs and courtesies
6. Effective team building
7. How interpersonal communication skills influence mission accomplishment
8. Air Force career opportunities, entitlements (benefits) and our installations (bases)
9. Air Force history and heritage

Course Requirements

Class Participation: This is an integral part of your responsibility is worth 10 points or 10% of your grade. Your performance is subjective but will be measured according to these criteria: Active participation means making creative, thoughtful, and mature on-target contributions to EVERY class discussion!

Also if you miss class you certainly cannot be contributing much to the whole group. Each time you are absent from class you will lose ONE Point from your overall total points at the end of the semester.

Examinations: There are two examinations, each worth 30 points or 60% of your overall grade. These tests will be a combination of short answer, multiple choice, and True/False questions. The material for the examinations comes directly from the Lesson Objectives or Samples of Behavior.

The MIDTERM exam will be on 8 Mar and will cover material from the first half of the course. The END OF TERM exam will be on 3 May and will cover material from the entire course.

Writing Assignment: There is one writing assignment

General Guidelines: All assignments are due at the beginning of class. Do not be late to class because you are finishing or printing your assignment. While content of your paper is important, “format” will also be an element in deciding your grade for the assignment. Attention to details is very important.

Grading: For grading I will use the Tongue and Quill Handbook for “Official Memorandum” Template to grade your writing assignment.

Writing Assignment: This is a one-page official memorandum covering any of the following AFROTC/LLAB events in which you have participated:

AF Birthday / Career Day / Paintball / POW 24 hour run / POW/MIA ceremony / Veteran’s Day Retreat/ Commissioning/ Awards Day/ Change of Command/ New Cadets Orientation/ Flag Honors/ VIP Escorts/ Honor Guard/ Warrior Week/ PFA/ Esprit de Corps/ Guest Speaker Experiences

You should be able to write a paragraph (each) to answer these questions: Was the event successful, why or why not? As part of the Detachment 825 history and heritage should we continue this event, why or why not? How would you plan and execute differently to improve the event?

Use the Tongue and Quill to assist you (Page 178 & 179). The memorandum is worth 10 points which is 10% of your grade. This assignment is due on 1 Mar.
**Briefing Assignment:** There is one briefing assignment.

**General Guidelines:** All briefings will occur at the beginning of class unless otherwise planned. Do not be late to class because you are still preparing for your briefing. If your briefing is over or under the exact timeframe you will lose one letter grade.

**Grading:** For grading I will use the Holm center Form 6 – Informative Briefing Grading Sheet which I will discuss in class. Additionally these will be posted on Canvas for your reference/review.

As a class we will critique all briefings. As the briefer you should expect/anticipate questions about your briefing and feedback both from the cadets and instructor. This will be ONLY constructive. Cadets who are not briefing should be actively listening so you can come up with questions and/or feedback. I expect this from you.

**Briefing:** This is a five-minute presentation on an Air Force Installation/base. All cadets will sign up for a base and there will be no repeats in each section. Your briefing must cover: Where the base is located, which MAJCOM it is part of; the mission, any aircraft there, and what makes it unique from other bases. You must have slides. We will have presentation sign-ups on the first day of class. The briefing is worth 10 points or 10% of your grade. **Briefings will be on 22 and 29 March.**

**Quizzes:** There will be two pop quizzes during the course. The questions will come from the samples of behavior and answers will be from your reading assignment; you will receive either a pass/fail grade. There is no make-up available if you miss class. Each quiz is worth 5 points for a total of 10 possible points or 10% of your grade.

**Grading Policy**

**Grading Computation:** Your grade is computed using the following formula. Note that the total score possible is 100 points and will be converted into the letter grade/4-point GPA scale used by UT-Austin.

<table>
<thead>
<tr>
<th>Area</th>
<th>Points</th>
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</thead>
<tbody>
<tr>
<td>Class Participation</td>
<td>10</td>
</tr>
<tr>
<td>Exam 1 (MIDTERM)</td>
<td>30</td>
</tr>
<tr>
<td>Exam 2 (END OF TERM)</td>
<td>30</td>
</tr>
<tr>
<td>Writing: MFR</td>
<td>10</td>
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<tr>
<td>Briefing: Base Briefing</td>
<td>10</td>
</tr>
<tr>
<td>Quizzes</td>
<td>10</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>100</strong></td>
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<table>
<thead>
<tr>
<th>Number Grade</th>
<th>Letter Grade/ GPA</th>
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<tbody>
<tr>
<td>93 to 100</td>
<td>A/4.0</td>
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<tr>
<td>90 to 92</td>
<td>A-/3.67</td>
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<tr>
<td>87-89</td>
<td>B+/3.33</td>
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<tr>
<td>83-86</td>
<td>B/3.0</td>
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<tr>
<td>80-82</td>
<td>B-/2.67</td>
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<tr>
<td>77-79</td>
<td>C+/2.33</td>
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<tr>
<td>73-76</td>
<td>C/2.0</td>
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<tr>
<td>70-72</td>
<td>C-/1.67</td>
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<tr>
<td>67-69</td>
<td>D+/1.33</td>
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<tr>
<td>63-66</td>
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<tr>
<td>0-59</td>
<td>F/0.0</td>
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**Course critique requirement:** Your feedback on the course and course instructor is critically important for two reasons. First, the feedback helps ensure the course is meeting its objective. Second, your input helps improve the course and instructor for future students. Specifically, all students must complete item 1 below. All cadets must complete items 1 through 3 below.

1. Every semester, complete the university Course Instructor Survey online, you will receive
an email from the university with the link;

2. **Every semester**, complete the AFROTC sexual assault assessment found on line (URL to be provided by instructor), usually completed NLT two weeks prior to course end date;

3. **At the end of each spring semester**, complete AFROTC end-of-term survey on line (URL to be provided by instructor), usually completed NLT two weeks prior to course end date.

**AFS 102L COURSE OUTLINE – Spring 2017**

<table>
<thead>
<tr>
<th>Date</th>
<th>Lesson #</th>
<th>Subject</th>
<th>Assignments</th>
</tr>
</thead>
<tbody>
<tr>
<td>18 Jan</td>
<td>12</td>
<td>Welcome and Course Overview</td>
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<tr>
<td>25 Jan</td>
<td>13</td>
<td>Air Force Operations</td>
<td></td>
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<tr>
<td>1 Feb</td>
<td>14</td>
<td>Listening: The Neglected Skill</td>
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<tr>
<td>8 Feb</td>
<td>15</td>
<td>Air Force Installations</td>
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<tr>
<td>15 Feb</td>
<td>16</td>
<td>Principles of War &amp; Tenets of Air Power</td>
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<tr>
<td>22 Feb</td>
<td>17</td>
<td>Making Policy &amp; Strategy</td>
<td></td>
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<tr>
<td>1 Mar</td>
<td>18</td>
<td>Air Force Core Values: Price of Admission</td>
<td>Writing Assignment Due</td>
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<tr>
<td>8 Mar</td>
<td></td>
<td><strong>MIDTERM EXAM 1</strong></td>
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<tr>
<td>13-18 Mar</td>
<td></td>
<td><strong>SPRING BREAK</strong></td>
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<tr>
<td>22 Mar</td>
<td>15</td>
<td>Air Force Installations</td>
<td>Base Briefings</td>
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<tr>
<td>29 Mar</td>
<td>15</td>
<td>Air Force Installations</td>
<td>Base Briefings</td>
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<tr>
<td>5 Apr</td>
<td>19</td>
<td>The Air Force Leader</td>
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<tr>
<td>12 Apr</td>
<td>20</td>
<td>Airpower through WWI</td>
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<tr>
<td>19 Apr</td>
<td>21</td>
<td>Human Relations in the Air Force</td>
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<tr>
<td>26 Apr</td>
<td>22</td>
<td>Oath of Office</td>
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<td>3 May</td>
<td></td>
<td><strong>END OF TERM EXAM</strong></td>
<td>Instructor Surveys &amp; Peer Review</td>
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**Classroom Evacuation Instruction:**

1. Occupants of buildings on The University of Texas at Austin campus are required to evacuate buildings when a fire alarm is activated. Alarm activation or announcement requires exiting and assembling outside.
2. Familiarize yourself with all exit doors of each classroom and building you may occupy. Remember that the nearest exit door may not be the one you used when entering the building.
3. Students requiring assistance in evacuation shall inform their instructor in writing during the first week of class.
4. In the event of an evacuation, follow the instruction of faculty or class instructors.
5. Do not re-enter a building unless given instructions by the following: The University of Texas at Austin Police Department, or Fire Prevention Services office.

Other important Emergency Information: [http://www.utexas.edu/safety/preparedness/](http://www.utexas.edu/safety/preparedness/)
This syllabus is subject to change