



## AIR FORCE JUNIOR ROTC (NC-075)

### COURSE SYLLABUS

2022-2023, 2<sup>nd</sup> Semester (SPRING)

### ROTC 4 (Aerospace Science IV) (\*HONORS\*)

**COURSE NAME: ROTC 4 (AS-IV) (\*HONORS must be Instructor approved)**

The Mission of Air Force Junior Reserve Officer Training Corps (AFJROTC) is to develop citizens of character dedicated to serving their nation and community.

**CREDIT HOURS:** One Elective Credit for the entire semester.

**PREREQUISITES:** Cadets must complete three years in the AFJROTC program and be selected by the Senior Aerospace Instructor (SASI) in order to be enrolled in this course.

**INSTRUCTORS NAME:** Major Jesse L. Burdette and Senior Master Sergeant Steven W. Robertson

**COURSE DESCRIPTION:** AFJROTC 4 is designed for fourth year cadets and is broken down as follows:

Leadership Education (LE) (40%) **Leadership Education 400: Fundamentals of Management** provides exposure to the fundamentals of management. The course 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. This course, coupled with what cadets have already learned during their time in AFJROTC, will equip them with the qualities needed to serve in leadership positions within the corps. Throughout the course 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. *Students **WILL** wear the issued AFJROTC blues and/or camouflage on **Wednesdays**.*

Aerospace Science (AS) (40%) **Aerospace Science 400 Management of the Cadet Corps** is a hands-on experience that 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. You will put into practice your communication, decision-making, personal-interaction, managerial, and organizational skills. Cadets will achieve course objectives by completing core management activities.

Wellness/Physical Fitness (20%) The **Wellness / Physical Fitness** portion incorporates the Cadet Health and Wellness Program (CHWP). The CHWP is an exercise program focused upon individual baseline improvements with the goal of achieving a Presidential Physical Fitness standard calculated with age and gender. The goal of the CHWP is to motivate JROTC cadets to lead active, healthy lifestyles beyond program requirements and into their adult lives. Cadets will be given the opportunity to put into practice the wellness concepts that are taught in Leadership Education I. *For classes awarding elective or PE credit for AFJROTC courses, 20% of available contact time must be devoted to Wellness/PT instruction. Cadets that do not wear PT clothing will not receive full credit for the fitness program. Students **WILL** wear the issued physical fitness training (PT) uniform on **Tuesdays**.*





**Office Hours:** Our standard duty hours are 0730 – 1515 hours. We are located in room E8. We have an open-door policy, and you can come by and discuss anything you need to if we are available.

**AFJROTC ACTIVITY FEE:** Every cadet will pay the required AFJROTC activity fee of **\$50** within the first 4-weeks of being enrolled in AFJROTC. Financial hardships must be brought to an instructor by a parent/guardian. Financial Waivers Forms may be submitted to school administrators for approval. **NOTE 1:** *This fee is non-refundable for any reason.*

### **STUDENT REQUIRED MATERIALS and ACTIONS**

1. Pencils, paper, and textbooks are required for each class.
2. It is your responsibility to monitor the daily/weekly training schedule.
3. Register (**Sign-up**) with both **REMIND.COM** accounts. Text codes to number: 81010
  - a. Instructors ONLY: @push-it-up
  - b. Student Cadet Leaders @NC075jrotc
4. CHECK REMIND.COM DAILY.
5. CHECK Activities & Events posted on our Google website “Tuscola JROTC *EVENTS CALENDAR.*”
6. Cadets choose and sign-up for activities and events; responsible for their own transportation.
7. Cadets should obtain a binder to store necessary documents and notes throughout the school year.

### **PROVIDED TEXTBOOKS and REFERENCE MATERIALS**

#### ***Leadership Education (LE400): Fundamentals of Management***

Chapter 5 Organizing: Managing Time and Change  
Chapter 6 Leading: Managing Individual and Group Behavior  
Chapter 7 Understanding Work Teams  
Chapter 8 Interpersonal Skills

#### ***\*(Curriculum Guide) Aerospace Science (AS400): Management of the Cadet Corps***

Units 400c-400d: Management of the Corps

#### ***Drill & Ceremonies***

*Air Force Manual 36-2203, Drill and Ceremonies V-2627 Chapter 1 - 5*  
*Air Force Instruction 36-2903, Dress and Personal Appearance of Air Force Personnel*  
*Selected Videos*  
*Cadet Guide & Cadet Officer/SNCO mentoring*

### **COURSE OBJECTIVES and GOAL OUTCOMES:**

#### **LE 400: Fundamentals of Management:**

Chapter 5 – Organizing: Managing Time and Change  
Lesson 1: Time Management  
Learning Outcome: Analyze various elements necessary for effective time management.  
Learning Objectives:

1. Explain the importance of managing your time.
2. Discuss how to be effective, not just busy.
3. Describe the different time-management tools.
4. Describe weekly and daily schedules.

Lesson 2: Change Management  
Learning Outcome: Analyze the management of change in an organization.  
Learning Objectives:





1. Explain what causes change in organizations.
  2. Describe two metaphors for the change process.
  3. Discuss handling resistance to change.
- Chapter 6 – Leading: Managing Individual and Group Behavior

Lesson 1: Motivating Others

Learning Outcome: Analyze issues in motivating others.

Learning Objectives:

1. Discuss theories of motivation.
2. Summarize managing a diverse cadet unit.
3. Explain how learning affects motivation.

Lesson 2: Evaluating Others

Learning Outcome: Describe the challenges in evaluating others' performance.

Learning Objectives:

1. Explain how your perceptions influence your management of others.
2. Discuss evaluating subordinates.
3. Describe the basics of giving an evaluation.

Lesson 3: Managing Difficult Situations

Learning Outcome: Examine how managers deal with difficult situations.

Learning Objectives:

1. Discuss managing conflict.
2. Explain different people and difficult people.
3. Summarize ways to deal with difficult people.

Chapter 7 – Understanding Work Teams

Lesson 1: Work Teams

Learning Outcome: Analyze how to structure and build effective work teams.

Learning Objectives:

1. Explain how work groups develop and behave.
2. Discuss the types and characteristics of effective work teams.
3. Summarize how to build effective work teams.

Lesson 2: Managing Work Teams

Learning Outcome: Analyze how effective work-teams function.

Learning Objectives:

1. Explain how people become effective team members.
2. Describe the elements of an effective team meeting.
3. Discuss what is involved in handling team challenges.

Lesson 3: Communicating Within Work Teams

Learning Outcome: Examine communication problems and solutions for work teams.

Learning Objectives:

1. Discuss various ways of sharing information with team members.
2. Explain how to ensure effective communication.
3. Describe choosing the best method for the situation.

Chapter 8 – Interpersonal Skills

Lesson 1: Delegating Successfully

Learning Outcome: Examine the art of delegating responsibility to subordinates.

Learning Objectives:

1. Explain what it means to delegate.
2. Summarize the steps to delegating efficiently.
3. Discuss challenges in delegating.

Lesson 2: Negotiating Successfully

Learning Outcome: Analyze the elements of successful negotiation.

Learning Objectives:

1. Discuss managers and negotiation.
2. Explain the two types of negotiation.
3. Summarize how to negotiate.

Lesson 3: Mentoring

Learning Outcome: Analyze the mentoring process from the standpoint of both mentor and protégé.

Learning Objectives:

1. Discuss the manager as mentor and coach.
2. Summarize mentoring and coaching techniques.
3. Describe the role of the mentee.

**AS400: Management of the Cadet Corps:**

Units 1-4: Management of the 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.

**Drill & Ceremonies**

1. Apply the principles and procedures of drill movements used with smaller units to the movement of a squadron.
2. Know the function of the group and the wing.
3. Know how groups and wings are formed.
4. Know the purpose and definition of ceremonies and parades.

**Wellness and Physical Fitness:**

1. Motivate AFJROTC cadets to lead active, healthy lifestyles beyond program requirements and into their adult lives.
2. Create an individualized training program based on national standards by age and gender.
3. Identify areas of improvements for each cadet.
4. Incorporate a physical fitness training program to reach goals.

**WEEKLY LEADERSHIP OBJECTIVES:** In addition to assigned principles of management class work, ROTC 4 cadets are expected to lead the cadet corps daily functions. This includes planning, scheduling, organizing, directing, and leading corps activities/programs. Success as an ROTC 4 cadet will weigh heavily on your leadership performance in these activities. Cadet leadership performance will be graded by the SASI/ASI. Failure to perform duties as assigned is considered unsatisfactory performance and could lead to removal from the program.

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.

**UNIFORM DAYS:**

1. Students **WILL** wear the **issued** *Physical Fitness Training* uniform (aka “PT Gear”) on **TUESDAYs**.
2. Students **WILL** also wear either the **issued** *AFJROTC blue uniform and/or camouflage uniform* on **WEDNESDAYs**.
3. Students **WILL** also wear either the **issued** *AFJROTC blue uniform and/or camouflage uniform* on **Special Events** (i.e., *Parades, Military Ball, etc.*).
4. ***Cadets will receive a uniform score for both days as part of their grade.***
5. **HABITUAL NON-WEAR OF THE UNIFORM AND FAILURE TO MAINTAIN STANDARDS WILL RESULT IN A FAILING GRADE AND DISMISSAL FROM THE PROGRAM.**

**GRADING POLICY:** Cadets will be evaluated according to the following criteria:

Academics / Classroom Attendance / Preparation & Participation / Performance ..... 20%





*(Aerospace Science / Science, Technology, Engineering, and Math (STEM),  
Exams/classwork/quizzes/homework/presentations/projects/reports)*

**Leadership Development Requirements (LDRs) / Uniform Wear and Grooming standards ..... 35%**  
*(Citizenship, Customs & Courtesies, Discipline, Responsibility, Leadership,  
Followership, Personal participation/performance, Time Management,  
Communication skills, life skills, management skills, and Cadet Corps Activities)*

**Drill / Wellness Program (PT)..... 20%**  
*(Drill Sequence/evaluation and Physical Fitness participation/dressing out)*

**Exams (Midterm & Final)..... 25%**

**GRADING SCALE: As set by the North Carolina State Board of Education**

<b><u>Grade</u></b>	<b><u>Percentage Required</u></b>
A	90 and above
B	80 - 89
C	70 - 79
D	60 - 69
F	59 and below

**PRESENTATION:**

You may be assigned an oral briefing. This assignment will be to demonstrate your verbal communication skills. You will prepare and present a 3-5 minute extemporaneous briefing on a subject to be determined. The target time for this presentation is 5 minutes and points will be deducted for those that are outside the 3-5 minute range. All topics will be submitted to the instructor for approval at a date to be specified later.

**Written Assignments:** You may be required to complete a Talking Paper covering your presentation topic to be turned in one class before your scheduled presentation. The intent of this paper is to assist you in planning, organizing, and delivery of your presentation. Additional writing assignments may be assigned if it is determined additional research or effort is needed on a particular subject matter.

**Attendance:** Attendance will be considered in determining your final grade but it is subordinate to measurable performance based on lesson objectives. You will lose points on attendance for being late (5 points from daily grade) or unexcused absences (“0” will be entered as a daily grade.) Excused absences will not count against your daily grade, but missed work has to be completed. As an Air Force Junior ROTC cadet, you will be expected to be punctual and present at your appointments.

**BLUEs and/or CAMO UNIFORM WEAR: WEARING OF THE UNIFORM “Uniform Pride Day”:**

1. Uniform wear is a major part of the AFJROTC program.





2. Each cadet will be issued a blue and/or camo uniform **FREE OF CHARGE** and taught how to properly wear and care for it.
  3. It must be kept clean, properly fitted and properly worn.
  4. Proper cleaning is the responsibility of the cadet, while proper fitting will be taken care of by professional alterations personnel at AFJROTC expense.
  5. The “blue” or “camo” uniform will be worn on **Wednesdays** unless otherwise directed.
  6. ALL cadets are required to wear the appropriate uniform each.
  7. *These uniforms will be worn for the **entire school day (0755 – 1500)** unless prior approval is given by the SASI/ASI.*
  8. Uniform Inspection (Open Ranks) will be held during class.
  9. A specific uniform combination will be posted NLT the Friday prior to wear.
  10. Uniforms must be clean, neat and serviceable at all times.
  11. If a cadet is absent on Wednesday, for any reason, he/she will wear the uniform all day on the first day they return to school, and report to SASI/ASI to be inspected.
  12. If a cadet fails to report for an inspection on the first day they return to school, they will receive a “missing” grade (same as a zero).
  13. Penalties for failure to wear the “blue” or “camo” uniform are as follows: Zero (0) points for the uniform inspection grade which counts as 35% of the total class grade.
  14. Failure to wear the uniform will significantly impact the cadet’s grade.
  15. Failure to wear the uniform 3 times for unexcused reasons may result in disenrollment during the semester and “F” on the students transcript.
- NOTE 2:** Failure to turn in blue or camo uniforms by the end of the semester/year will result in a being placed on the “**Obligations**” List until the uniforms are returned to NC-075 or paid for in full.
- NOTE 3:** <IF APPLICABLE> CAMO uniforms are issued to high performing Cadets; thus, when one of these cadets fail to wear their blue uniform when required; they must return their CAMO uniform as penalty and receive a reduced grade.

#### **PT GEAR UNIFORM WEAR: Wellness Program**

1. Penalties for failure to wear the “PT gear” uniform are as follows:
    - a. 15 points deduction (each) for not wearing issued PT shorts/sweatpants, issued PT shirt/sweatshirt or wearing improper fitness workout shoes (*i.e. boots, flip-flops, sandals, etc.*).
    - b. Students must wear appropriate workout shoes for their own safety and well-being.
    - c. In addition, if a student fails to dress out they will receive a (50) score.
    - d. Furthermore, if a student does NOT participate in the wellness activity/event, they will receive a (50) score; and also a (50) score for the Weekly Discipline/Participation Grade.
  2. PT grades count as 20% of the total class grade. As stated previously, failure to wear any issued uniform will significantly impact the cadet’s grade.
  3. Failure to wear the uniform 3 times for unexcused reasons may result in disenrollment during the semester and “F” on the students transcript.
- NOTE 4:** PT Gear (*sweatpants/shirts and t-shirt/shorts*) are issued free-of-charge; and the student may keep these items. However, if a student needs replacement PT Gear, they will incur financial charges to replace the item(s).
- NOTE 5:** Workout shoes will **NOT** be issued and/or provided. This requirement belongs to each student.

**FINAL EXAM:** There are 4 components to the AFJROTC final exam. Component 1 is an Open Ranks inspection of the cadet uniform. Component 2 is an assessment of each class period’s drill performance as a unit (flight). Component 3 is a 2-part written exam. Component 4 is





uniform/equipment turn-in. Each of these components accounts for 25% of the Semester Exam grade.

**WEEKLY CLASS ATTENDANCE/DISCIPLINE/PARTICIPATION GRADE:**

The nature of the AFJROTC mission, as well as its high visibility within the school and community, requires its members to adhere to “**Higher Standards**” than most of the student population. **Inappropriate behavior**, in or out of uniform, is prohibited while 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 (to include spreading rumors) and physical attacks. *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 during drill, physical fitness, and uniform inspection days. Weekly Discipline includes cadet adherence to published rules and proper grooming standards daily as outlined in AFJROTC, Air Force, and school guidance. Failure to dress out for PT, wear the uniform on the designated day, or actively participate in program activities will result in reduced participation grades. For example, failure to dress out for PT or wear the uniform will result in the student receiving a maximum score of 50% for the weekly participation grade.

**MANDATORY FORMATIONS:**

Our *Military Ball* and *The Waynesville Holiday Parade* are **mandatory formations**. All cadets are expected to attend both events. These are graded events. If a student must be absent; they must submit approval consideration two-weeks prior to the scheduled event. If cadets are unable to pay for admission to the Military Ball, instructors will make arrangements to allow the cadet to attend at no or low cost to the cadet.

**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 AFJROTC-sponsored community service during each semester both during school hours and outside of school hours, and cadets are expected to participate in at least **two** events.

**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 outside the classroom and away from the school campus. 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 its members to adhere to higher standards than might be found among the student population. Inappropriate behavior, in or out of uniform, is prohibited while 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.

**CELL PHONES:** Cell phone policy is in accordance with Haywood County and Tuscola High School instructions. Cell phones must remain turned off and out of sight 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 assistant principal's office. Any student who refuses to turn over their cell phone will be considered insubordinate and will receive additional disciplinary consequences.

**EXPECTATIONS FOR CADETS:**

1. Follow the chain of command (i.e. cadet-element leader - assist. Flt/CC – Flt/CC – Ops/CC – Sqd/CC – Group/CC – ASI – SASI). **DO NOT GO DIRECTLY TO THE CADET GROUP COMMANDER WITHOUT notifying YOUR FLIGHT COMMANDER.**
2. Always use the titles sir/ma'am when addressing AFJROTC staff & 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 respectfully 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 instructor offices.
13. Always use the trash can to dispose of trash. If you see trash on the floor, clean it up.
14. **ABSOLUTELY NO EATING** or drinking (except for water in approved containers) and no CHEWING GUM in uniform.
15. Wearing hats or sunglasses 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.







### **CLASSROOM PROCEDURES:**

1. Enter the classroom and proceed directly to your desk.
2. Place books and backpacks under your desk.
3. Stand at the position of "Parade Rest" at the rear of your desk.
4. The flight commander/flight sergeant will call the class to "Attention" when the instructor approaches the podium and salute the instructor and state "The Flight is Ready for Instruction".
5. After the instructor returns the salute, the flight commander will give the command "Parade Rest".
6. The SAS/ASI / or Cadet Leader will take roll. When the cadet's name is called, they will come to the position of "Attention" and answer "Here Sir/Ma'am." After answering roll, they will then return to the position of "Parade Rest."
7. After roll, the Flight Commander will call the flight to "Attention" and start a call and response the class has developed. The completion of the call and response is the signal for cadets to take their seats and prepare for instruction.
8. Approximately two minutes before the class dismissal bell rings, the instructor will direct the Flight Commander or Flight Sergeant to prepare the class for dismissal. state "PREPARE FOR DISMISSAL." Cadets will stop class work and put books and classroom materials away. Cadets will clean up their desks, pick up any trash in the immediate vicinity of their desks, align their desks with others in their element, and prepare to stand for dismissal, and assume "PARADE REST."
9. When the bell rings or at the signal of the instructor, the Flight Commander/Sergeant will call the flight to "ATTENTION." Cadets will come to the position of ATTENTION at the side of their desk and wait for further instructions.
10. The Flight Commander/Sergeant will check that all trash is picked up and the desks are aligned. The Flight Commander/Sergeant will salute and report to the SASI/ASI "The Flight is Ready for Dismissal." If the SASI/ASI is satisfied that the classroom is clean and all cadets are at their desks at the position of attention, they will state "Dismissed." Cadets can then retrieve their personal belongings and depart the classroom.



**DISENROLLMENT:** Being in AFJROTC is a privilege. Students will be disenrolled from the AFJROTC program with proper cause on a case by case basis for the following:

1. Failure to maintain acceptable standards including behavior.
  2. Inaptitude or indifference to training.
  3. Failure to maintain personal appearance (hair and grooming) and uniform standards after being identified by the SASI / ASI.
  4. Failure to abide with THS student rules of behavior. A history of suspensions and any expulsions may be reasons for disenrollment.
5. Failure to comply with classroom rules and procedures, or to maintain self-control (disrupting the class).
  6. Parental request.
  7. Failure to wear the uniform during prescribed times.
  8. Failure of any AFJROTC course.

