



AFS 321 SYLLABUS

Unique Numbers 31025/31030

Air Force Leadership Studies I

Course Syllabus AY 18-19 (Fall Semester)



AFROTC Detachment 825
The University of Texas at Austin

Major Hien V. Nguyen, Associate Professor

Office Phone: (512) 232-2372
Office: CLA 5.726A Hours by Appointment

Fall 2018

MEMORANDUM FOR AS300 STUDENTS

FROM: Major Hien V. Nguyen

SUBJECT: Welcome to AS300 / Air Force Leadership Studies I

1. Welcome to the first semester of the course, “Air Force Leadership Studies I.” This course is designed to build on the leadership fundamentals taught in AS200.
2. The classroom is a non-attribution environment where academic freedom is fully supported. You are encouraged to express your views in a respectful manner. Your academics is priority and I expect all of you to be prepared and ready for the challenges of this semester.
3. As newly minted POCs, I expect all of you to lead by example. What type of leader do you want to be for the GMCs looking up to you? Remember, I have sat in your seat as a UT Cadet so I know what you all are going through. Give maximum effort, never give up, and leave a legacy as you embark on your final few years as the newest leaders of Det 825.

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

// signed //

HIEN V. NGUYEN, Major, USAF
Associate Professor, Air Force Science

Course Syllabus AY 18-19
AFROTC Detachment 825, The University of Texas at Austin

Course Location and Hours: (31025) Tues, Thurs 0800-0930, RLP 5.404
(31030) Tues, Thurs 0930-1100, RLP 5.404

Office Location and Hours: RLP 5.722 – hours by appointment
Office: 512-232-2371
E-mail: hien.nguyen@austin.utexas.edu

Course Objectives:

You will have the opportunity to utilize your skills as you begin more of a leadership role in the detachment. The goal is for you to have a more in-depth understanding of how to effectively lead people, and we will provide you with the tools to use throughout the detachment leadership roles. Secondly, you will hone your writing and briefing skills. Many of you will be uncomfortable with public speaking, and this semester is designed to get used to briefing. The course continues into advanced skills and ethics training that will prepare you to become an officer and a supervisor.

Attendance Policy

AFROTC Attendance Policy (AFROTCI 36-2011, 9.10.1): Cadets must achieve a minimum of 80 percent attendance over the course of the term to receive a passing final grade. Treat class as a military appointment. If you will be late or unable to attend, make every effort to coordinate this with the instructor before class. Examples of excusable absences are: Family emergency, conflicting appointments (i.e. - Air Force physical), and events beyond your control. Examples of unexcused absences are: studying for a test, sleeping in, etc. Make-up work may be allowed for excused absence at the discretion of the instructor.

When you must miss class for valid, unavoidable reasons, notify your instructor 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 for the valid, unavoidable criteria listed below:

- 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
- Sickness or medical confinement...must provide documentation (missing class because you have a headache from studying late the night before is an unexcused absence); or
- An emergency (e.g., death in the family, automobile accident).

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

Any unexcused absence will result in a 2% reduction of your overall class grade.

Academic only (non-cadet) students are also required to meet the 80 percent requirement.

Student Responsibilities and Guidelines

- 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. Rotate these duties to different individuals for each class.
- 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., Captain, Major, and Colonel) and address NCOs as sergeant.
- No smoking, or use of other tobacco products while in class (tobacco use of any kind is prohibited on the UT campus). Drinks are allowed; however, containers must have a lid.
- Cell phones will be put away and turned off during class.
- Use of laptops/tablets is only permitted for note taking, unless additional use authorized by instructor to support class objectives.

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):

- 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.
- Maintain a **full academic load of 12.0 credit hours** (exceptions for final semester) and **term and cumulative GPA of 2.00** or greater. 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. **For scholarship cadets**, maintain **term and cumulative GPA of 2.50** or greater. Additionally, should a **contract cadet's** cumulative GPA drop below 2.50, a Conditional Event will be issued. We will also investigate for disenrollment, except for first term HSSP scholarship winners whose scholarship will be suspended.
- Remain in good standing at your institution.
- Discuss plans to **drop classes** or **change majors** with your course instructor in advance.
- Meet physical fitness and weight standards.
- Meet medical standards and advise us of any changes in your status.
- Maintain Air Force standards of appearance, leadership, self-discipline, and behavior.
- **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). If not in military uniform, all cadets will wear appropriate civilian attire to their AS class. At all times, appropriate uniform or civilian clothes will be worn in RLP. NO hats will be worn in the buildings 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.

Administration

Timeliness: Be on time; treat class as a military appointment.

Course Materials: Leading People/Effective Communication – AS300 Student Study Guide, The Tongue and Quill (AFH 33-337). AS300 Textbooks will be available online on Canvas and on the Holm Center Curriculum website.

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 and detachment policy, each cadet will meet with me for an academic plan review and term 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 and be on time. Don't forget your WINGS login information.

Fall Term: All cadets must have their academic plan reevaluated and recertified by their university academic advisor every term. The academic advisor will sign/date in the “remarks” section of the plan.

Office Hours: If you need my assistance or wish to discuss the course, the Air Force, or anything else, please do not hesitate to schedule an appointment.

Academic Integrity: Integrity is an Air Force core value. Plagiarism and cheating are just a couple examples of behavior that show a lack of integrity. These and other examples will not be tolerated. Academic integrity means honesty and responsibility in scholarship. Professors have to obey rules of honest scholarship, and so do students. Additionally, the core values of the University of Texas at Austin are learning, discovery, freedom, leadership, individual opportunity, and responsibility. Each member of the University is expected to uphold these values through integrity, honesty, trust, fairness, and respect toward peers and community. For further information on academic dishonesty, please visit <http://catalog.utexas.edu/general-information/the-university/>.

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/>.

Accommodations for Religious Holy days: By UT Policy, a student who misses classes or other required activities, including examinations, for the observance of a religious holy day should inform the instructor as

far in advance of the absence as possible, so that arrangements can be made to complete an assignment 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.

Course Requirements and Grading Policy

Class Participation: Class participation is worth 10 points (**10% of your grade**). I expect active participation from all students during every class period. Active participation is essential to your individual development as a student...and specifically in this course that is preparing you for your transition into the active Air Force. Prior preparation and attentiveness during class are keys to maximizing your participation credit.

Examinations: You will have two exams – a midterm and a final – each worth 25 points (**25% of your grade**). The material for the exam will be taken from class lectures/slides, readings, and video/film presentations.

Briefing Assignment: Deliver a prepared briefing in accordance with AFH 33-337, *The Tongue and Quill*, from the instructor supplied topic list. PowerPoint slides are required. You will cover the same topic as you talking paper.

I will grade your briefing using Holms Center Form 6 - Informative Briefing Grading Sheet. This form will be posted on UT Canvas for your reference/review. If your briefing is over or under the exact timeframe, points will be deducted from your grade.

The briefing is worth 20 points (**20% of your grade**).

Writing Assignment: Write a 1-page talking paper in accordance with AFH 33-337, *The Tongue and Quill*, from the instructor supplied topic list.

The paper is worth 20 points (**20% of your grade**). Your grade will be reduced one letter grade for each day late. Even if late, you will be required to complete the position paper to pass the course.

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.

Area	Points
Participation	10

Number Grade	Letter Grade/ GPA Points
93 to 100	A/4.0

Exam 1 (Midterm)	25
Exam 2 (Final)	25
Talking Paper	20
Briefing	20
Total	100

90 to 92	A-/3.67
87-89	B+/3.33
83-86	B/3.0
80-82	B-/2.67
77-79	C+/2.33
73-76	C/2.0
70-72	C-/1.67
67-69	D+/1.33
63-66	D/1.0
60-62	D-/0.67
0-59	F/0.0

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.

1. Every semester, all students must complete the university Course Instructor Survey before the last day of class https://ctl.utexas.edu/services/CIS/students/take_eCIS.
2. At the end of each spring semester, all Cadets must complete AFROTC end-of-term survey on line (URL to be provided by instructor).

AFS 321L COURSE OUTLINE – Fall 2018

<i>Date</i>	<i>Lsn#</i>	<i>Subject</i>	<i>Assignments(complete before class)</i>
30 Aug	1	Introduction to AS300	
4 Sep	2	Critical Thinking	Cadet Reader, Cadet Handout
6 Sep	3	Air Force Leader Development	Cadet Reader
11 Sep	4	Change Management	Cadet Reader
13 Sep	5	Air Force Writing	Cadet Reader
18 Sep	6	Informative Briefing Requirements	Cadet Reader
20 Sep	7	Effective Supervision	Cadet Reader, Cadet Notetaker
25 Sep	8	The Enlisted Force	Cadet Reader
27 Sep	9	NCO Perspective	Cadet Reader
2 Oct	10	Bullet Statements	Cadet Reader
4 Oct	11	Bullet Practicum Writing	Cadet Reader
9 Oct		Exam Review	
11 Oct		Exam #1	
16 Oct	12	Bias	Cadet Reader, Cadet Handout
18 Oct	13	Managing in a Diverse World	Cadet Reader
23 Oct	14	Cross Cultural Competence	Cadet Reader
25 Oct	15	Cultural Vest	Cadet Reader
30 Oct	16	Leadership Management Case Studies	Cadet Reader, Cadet Handout
1 Nov	17	Managing Competing Priorities	Cadet Reader
6 Nov	18	Airmanship	Cadet Reader
8 Nov	19	Ethical Decision Making	Cadet Reader
13 Nov	20	Joint Ethics	Cadet Reader
15 Nov	21	Defense Support of Civil Authority	Cadet Reader, Cadet Notetaker
20 Nov	22	Heritage Series	
22 Nov		Thanksgiving Break	

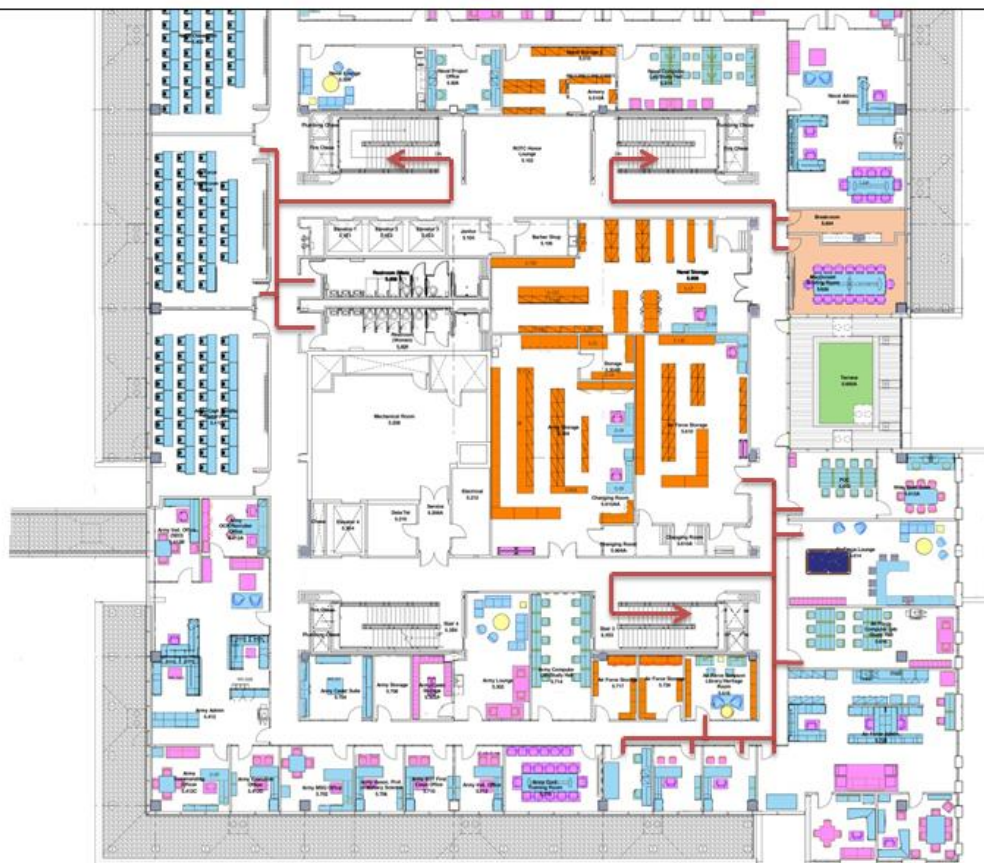
27 Nov		Exam Review	
29 Nov		Exam #2	
4 Dec		Briefings	Talking Paper
6 Dec		Briefings	Talking Paper

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/>.

Air Force Science Emergency Evacuation Routes



This syllabus is subject to changes.