



DEPARTMENT OF THE AIR FORCE
AIR EDUCATION AND TRAINING COMMAND

9 Jan 12

MEMORANDUM FOR AS 1120 STUDENTS

FROM: AFROTC Det 165/AS 1120 Instructor

SUBJECT: AS 1120 "The Foundations of the United States Air Force II" Course
Syllabus

1. Instructor: 1st Lt Calvin Coker, (404) 894-7380
calvin.coker@afrotc.gatech.edu
Office hours by appointment – set up through email or phone
2. Textbooks: The Foundations of the United States Air Force (2010/2011 Edition, T-107) The Tongue and Quill (1 Aug 2004 Edition, AFH 33-337)
3. Welcome to AS1120! This is going to be an exciting semester and I'm looking forward to exploring and understanding the foundations of the United States Air Force (USAF) with you. This memorandum provides each of you with class policies, assignments and instructions concerning AS1120. Please pay close attention to the contents; this information is **DIRECTIVE** in nature. Please read it carefully!
4. Course Description: Aerospace Studies 1120 is a survey course designed to introduce you to the USAF and Air Force Reserve Officer Training Corps (AFROTC). It presents basic material on how the Air Force (AF) is organized, how it functions and how you can be a critical part of the greatest AF in the world. For AFROTC cadets, Leadership Lab (AS 1121) is mandatory and complements this course by providing cadets with followership experiences.
5. Course Goals: The student should have a basic understanding of the major historical events, leaders, and milestones that contributed to the development of the USAF; comprehend the affects of interpersonal communications; know the various activities and services found on a typical AF base; comprehend the basic characteristics of war; comprehend the importance of AF Core Values; understand the concepts of AF leadership; and know the basic characteristics of Human Relations in the AF.
6. Class Preparation: Prepare before each class! Read the assignment! Participate in class!
7. Attendance Policy: **ATTENDANCE COUNTS** and will be checked during each class. To better your chances of not losing points, contact me before missing class. Each time you are absent, explain why in an Official Memorandum (OM). Type it in the format found on pages 183-185 of the TQ and turn it in to me at the next class, OR BEFORE the day of

absence. I will decide, case-by-case, if it is excused. If excused, make-up work must be completed in order to not have the excused absence count toward your attendance requirements – if make-up work is not turned in by the assigned deadline, the absence will change to “unexcused.” Unexcused absences and tardiness will result in points deducted from the Instructor Points part of your grade. AFROTC requires you to attend a minimum of **80% (12)** of **ALL** classes to be eligible for a passing grade, so **if you miss more than 20% (3) of the classes you automatically fail the course.** You are responsible for all material presented at the classes you miss. If you want to attend a different section, once or for the whole term, you must request permission from me in an OM. Crosstown schools have different calendars than Georgia Tech. Do not assume holidays different from Georgia Tech’s are excused. You must coordinate with me on potential excused absences due to such differences.

8. Make-Up Policy: Students may complete work missed in class and receive full credit if turned in on time. Items turned in late will be assessed a one letter grade penalty (e.g. a “B” paper would get “C” if late).

9. Classroom Conduct: Cadets are required to wear the uniform-of-the-day. Be in your seat and ready to learn by the time class is scheduled to start. When I enter the room at the start of class, a cadet must call the room to attention. I will tell you to take your seats. When the class is done, wait for my signal (“Class dismissed”). A student will again call the class to attention. I will then say, “Carry on”, signifying the end of class. If you are tardy, knock and report to me at the front of the room and request permission to join the class. I expect you to learn and display proper, professional conduct. We practice the Holm Center Training Manual’s mutual respect model in our classrooms. We do not tolerate racial, sexual or ethnic slurs. I encourage participation. No eating is allowed during class, but you may bring drinks as long as you look before you leave and pick up any garbage and straighten the desks.

10. Course Evaluation:

		A = 90 - 100
Exam 1	20 %	B = 80 - 89
Exam 2	20 %	C = 70 - 79
Form 48	25 %	D = 60 - 69
Instructor Points	20 %	F = < 60
Counseling Session	5%	
Briefing	10%	

* Cadets **MUST** receive a grade of “C-” or better in AS classes and LLAB

11. AFROTC Form 48: You are required to complete an *AFROTC Form 48*, Planned Academic Program. If you are a new student, you will be required to complete and turn in a new AFROTC Form 48. If you are a cadet that was in the program in Fall 10, you will be required to turn in a revised and updated AFROTC Form 48. If you are an AS 250 cadet, you will be required to meet all requirements for turn in of the AFROTC Form 48 to the AS 200 instructor (Capt Garwick). This assignment is due no later than the start of class on **22 Feb 11**. If you do not turn in an AFROTC Form 48 before the cutoff date, you will lose 25% of grade. Each time you turn in an incorrectly completed AFROTC Form 48, you will be docked 2.5% points from your final grade, up to a maximum of 25%. EXCEPTION: All AS 250 cadets are required to meet the AS 200 instructor deadline for the AFROTC Form 48 turn-

in or you will be docked 25% of your AS 100 grade. I will discuss this requirement in more detail prior to the due date.

12. Instructor Points: I will award these points based on my evaluation of your performance in class—this will include any quizzes or other assignments that I elect to have, your participation in class, military decorum and bearing, attendance and punctuality.

13. Counseling: All cadets must sign up for an individual counseling session no later than 18 Jan 11. During this session we will review your performance and speak about expectations. Please use this time to discuss with me any AFROTC concerns. Failure to sign up before 18 Jan 10 and/or meet with me for your scheduled counseling session before the first exam will result in a 5% reduction in your final grade.

14. Briefing: Briefings topics must cover an Air Force career field or Air Force base which you find interesting. You are required to write a talking paper on the topic that you will brief, subject to my approval. Follow the format in the TQ on page 209 exactly. You are then required to make a 2-3 minute presentation of that paper. Grading is based on format, neatness, organization, preparation, and delivery. If a briefing requires a redo, the highest grade possible is a “B”.

7 Feb	Briefing Topics Due
14 Feb	Briefings Start

15. Withdrawals: If you decide to withdraw from this class past the first week change date (14 Jan 11), **YOU MUST COMPLETE THE WITHDRAWAL FORM** from the Georgia Tech registrar, even if you are a crosstown cadet and your school has their own drop form. **Drop Day is 4 Mar 10.** Like all classes, failure to drop the course means we must assign you a final grade based upon the criteria established. In addition, we will not sign your withdrawal slip until you turn in your **textbooks** and **uniforms**.

16. Course Schedule and Outline: Attached is a course schedule that includes the topic and reading assignments for each class, as well as specific learning objectives for each lesson.

17. I want this to be a fun and enjoyable class with an open atmosphere for learning. I expect you to share ideas freely and learn from each other. I look forward to introducing you to the Air Force, and sincerely hope you enjoy this course.

CALVIN C. COKER, 1st Lt, USAF
AS100 Instructor

Attachment:

Course Schedule, Lesson Objectives, Samples of Behavior and Assignments

Cadet Honor Code

We will not lie, steal, or cheat nor tolerate among us anyone who does

Georgia Tech Honor Challenge

I commit to uphold the ideals of honor and integrity
by refusing to betray the trust bestowed upon me
as a member of the Georgia Tech community.

Academic Integrity/Academic Freedom: Academic integrity and freedom are essential to fostering a productive learning environment and ensure the highest standards are maintained throughout this course.

a. Academic Integrity: Uncompromising adherence to a code of ethics, morality, conduct, scholarship, and other values related to academic activity. All students and permanent-party personnel must adhere to the highest standards of academic integrity. They are prohibited from engaging in plagiarism, cheating, misrepresentation, unprofessional relationships, or any other act constituting a lack of academic integrity. Failure on the part of any individual to practice academic integrity reflects discredit both on the Air Force and on the individual and is not condoned by Air University/Holm Center/AFROTC. All individuals who violate this instruction are subject to adverse administrative action including disenrollment and expulsion from school, disciplinary action, and discharge from the service. U.S. military members may be prosecuted under the UCMJ. Violations by civilian employees may result in administrative disciplinary action without regard to otherwise applicable criminal or civil sanctions for violations of related laws. AFROTC cadets are held to the same academic integrity standards as other Air University students; however, they are not usually subject to punishment under the UCMJ. If the unit commander determines that a violation of academic integrity standards took place, he take appropriate action under AFROTC policy guidance, up to and including elimination of non-contract cadets, initiation of disenrollment investigations for contract cadets, and UCMJ action for cadets subject to the UCMJ. (Reference AUI 36-2309)

b. Academic Freedom Policy: The free exchange of opinions and ideas is essential to the educational process and, to the greatest extent possible, faculty, students, and staff are encouraged to speak and write freely. Even in this academic setting, however, the importance of Air University/Holm Center/AFROTC's military mission requires limits on some types of expression. The following restrictions apply IAW Articles 88 and 89 of the UCMJ (for those to whom the UCMJ applies) and local restrictions/requests for those who are not subject to the UCMJ: Commissioned officers, officer trainees, and cadets may not use contemptuous words toward the President, Vice President, Congress, the Secretary of the Air Force, and others. In addition, military members may not make disrespectful remarks about superior commissioned officers. Faculty, students, and staff members should make every effort to indicate clearly that the opinions they express are personal to the member, and do not represent official views of the their organization, the U.S. government, and all units in between. (Reference AUI 36-2308)

c. Honor Code/Challenge: I expect all students to do their own work unless assigned to a team project. The Georgia Tech honor challenge and the cadet honor code apply to each student.

AS 1120 “FOUNDATIONS OF THE USAF II”		
Date	Lesson	Title
10 Jan	Lesson 11	Welcome and Course Overview
17 Jan	Lesson 12	AF Heritage (Counseling session appointment dates due)
24 Jan	Lesson 13	Listening: The Neglected Skill
31 Jan	Lesson 14	Air Force Installations
7 Feb	Lesson 15	War (Briefing Topics and Schedule Due)
14 Feb		Briefings
21 Feb	Exam #1	Exam 1 – Form 48 due
28 Feb	Lesson 16	Air Force Core Values
6 Mar	Lesson 17	The Air Force Leader (Briefing Talking Papers Due)
13 Mar		Briefings
<i>20 Mar</i>	<i>No Class</i>	<i>Georgia Tech Spring Break</i>
27 Mar	Lesson 18	Human Relations in the AF
3 Apr		Briefings
10 Apr	Lesson 19	Oath of Office and Commissioning
27 Apr	Exam #2	Exam 2
24 Apr		Instructor Flex Time

AS 1120 Course Schedule, Lesson Objectives, Samples Of Behavior, Assignments

10 Jan: Welcome and Course Overview – Lesson 11

Lesson Objective: Know the AS 100 Course Material to be covered, course requirements to be met, and the opportunities and benefits available to cadets.

Samples of Behavior:

1. State the course objectives.
2. Identify proper classroom conduct and procedures.
3. List student assignments and testing requirements.
4. Describe the course grading criteria.

Assignment: Read Lesson 12 AS100 Textbook, counseling session spreadsheet must be completed to set up a date to receive your counseling session.

17 Jan: AF Heritage – Lesson 12

Lesson Objective: Know the major historical events, leaders, and milestones that contributed to the development of the USAF.

Samples of Behavior:

1. List the critical events of the Combined Bomber Offensive.
2. Identify the state of American airpower upon entering World War I.
3. Identify a key technological advancement of the Korean War.
4. Define the major air campaigns of the Vietnam conflict.
5. State the objective of the Mercury, Gemini and Apollo space programs.
6. State the goal of each of the four phases of the air campaign during Desert Storm.

Assignment: Read Lesson 13 AS100 Textbook

24 Jan: Listening: The Neglected Skill – Lesson 13

Lesson Objective: Comprehend that effective listening positively affects mission accomplishment.

Samples of Behavior:

1. Explain the differences between hearing and listening.
2. Define effective listening and the five steps of the listening process.
3. Describe the 10 most common listening problems.
4. Explain the seven-step process for improving listening ability.

Assignment: Read Lesson 14 AS100 Textbook

31 Jan: Air Force Installations – Lesson 14

Lesson Objective: Know the various services and activities found on a typical Air Force base.

Samples of Behavior:

1. Identify the services and facilities available in the base community.
2. Recognize the importance of the Air Force installation to the accomplishment of the mission.

Assignment: Read Lesson 15 AS100 Textbook, Briefing topics due next class

7 Feb: War and the American Military – Lesson 15

Lesson Objective: Know the basic characteristics of war.

Samples of Behavior:

1. Define war according to Clausewitz.
2. Name the elements of war.
3. State the three enduring truths that describe the fundamental nature of war.
4. Identify the main ideas of Pacifism, Realism, Holy War, and Just War Theory as conflicting viewpoints on war.

Assignment: Briefing Prep

14 Feb: Briefings

21 Feb: Exam 1 - Form 48 Due

28 Feb: Air Force Core Values – Lesson 16

Lesson Objective: Comprehend the importance of Core Values to Air Force members.

Samples of Behavior:

1. Compare core, ethical, and personal values.
2. Explain the importance of Air Force Core Values to Air Force members.
3. Defend the need for consistency in personal, ethical, and Air Force Core Values.

Assignment: Read Lesson 17 AS100 Textbook

6 Mar: The Air Force Leader – Lesson 17

Lesson Objective: Know the basic concepts of Air Force leadership.

Samples of Behavior:

1. Define leadership in your own words.
2. List the traits of an effective leader.
3. List the leadership principles.
4. Describe the four primary factors in a leadership situation.

Assignment: Briefing Prep

13 Mar: Briefings

27 Mar: Human Relations in the Air Force – Lesson 18

Lesson Objective: Know the importance of managing diversity and the concepts and consequences of harassment.

Samples of Behavior:

1. List some possible benefits and potential problems of a diverse workforce.
2. Recognize the importance of managing diversity.
3. Summarize the key to managing diversity.
4. Recognize the various forms of harassment.
5. Summarize the effects of harassment & assault on mission accomplishment.

Assignment: Briefing Prep

3 Apr: Briefings

10 Apr: Oath of Office and Commissioning – Lesson 19

Lesson Objectives: Know the meaning of the Oath of Office and Commissioning

Samples of Behavior:

1. Define the meaning of the Oath of Office according to the lecture.
2. Describe the significance of the commission according to the lecture.

Assignment: Briefing Prep

17 Apr: Exam 2

24 Apr: Briefings/Instructor Flextime

This time will be used by the instructor to cover material missed in the semester or to cover any other material the instructor requires.