

AS Syllabus Checklist  
Reference AFROTCI 36-2010, 15 Jul 2010

AS Class: 400

Term: SPRING

(AFROTCI 36-2010, paragraph 2.9) *At the beginning of each term, provide access to a syllabus to all students in each AS course. This may be a written or electronic version. Provide a written copy to any cadet who requests one. Include the following information:*

PAGE #

3 **Attendance Policy (2.9.1).** Cadets must attend a minimum of 80 percent of scheduled AS classes (or substitute activities determined by the respective AFROTC Instructor and with approval of the Detachment Commander) to receive a passing final grade unless host university policy requires a higher attendance percentage. Policy must also specify attendance requirements for academic only students.

Note: UT does NOT have a higher required attendance percentage to pass the course.

3 **Scheduling Information (2.9.4).** Indicate class meeting dates, holidays, and breaks. .

Indicate class meeting dates

Indicate holidays and breaks

4 **Classroom Behavior (2.9.2).** Detachments should provide guidance and examples on cadet conduct within and or near the classroom. At a minimum, detachments should specify food/drink policy within the classroom, expected customs/courtesies both on and off campus.

4 Provide guidance and examples on cadet conduct

4 Specify food/drink policy & expected customs and courtesies

Note: Det 825 syllabi comply if they use unit "standard" syllabus for administrative matters.

6 **Grading and Evaluation Procedures (2.9.3)** Clearly list each graded item, indicate how much weight each item has been assigned, and include the grading scale (point ranges for each letter grade).

7 Indicate weight of each graded item

7 Include grading scale (point ranges for each letter grade)

**Additional items which may be included (insert page number if syllabus includes any item below):**

2 Welcome and Introduction Letter

6 Testing procedures and expectations

6.7 Briefing assignment

6 Written assignment

5 Counseling procedures and expectations

N/A Attachments

8 Course schedule

7 Oral and written communication grading scales

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**UT and AFROTC Det 825 Additions:**

3 Include class meeting times, days, and location

3 Include information on instructor office hours (UT rule)

7 Identify penalties for missed classes or tardy attendance

4,5 Include information on the requirement for term counseling; AFROTC retention standards

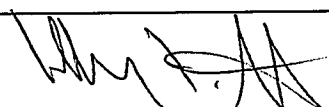
7,8 No final exam during the last week of class that exceeds 30% of the total grade (UT rule)

Submitted by: MICHAEL A. ARGUELLO

Date:

1/6/2012

Reviewed /  Approved by  PAS or  Education Flt/CC





AFS 332 SYLLABUS

Unique Numbers 44370

# Preparation for Active Duty

## Spring 2012



AFROTC Detachment 825  
The University of Texas at Austin

Captain Michael A. Arguello, Assistant Professor

Office Phone: (512) 232-2372  
Office: BEL 603B

Spring 2012

MEMORANDUM FOR AS 400 STUDENTS

FROM: Captain Michael A. Arguello

SUBJECT: Welcome

1. Welcome to your final semester of formal study as an Air Force Officer Candidate. This class is designed to prepare you for the transition to active duty service. This class will challenge you to think critically and formulate informed opinions. The curriculum will present you with an opportunity to hone your ability to manage and prioritize multiple tasks. I expect you will continue to study diligently and exhibit a high level of energy, teamwork, calmness under pressure and determination to win no matter the circumstances. These characteristics are evident in a successful leader. These expectations are placed upon you because you have chosen to serve in the profession of arms where the standards are set high because the challenges you will confront are the most critical.
2. The class time is your opportunity to think critically about your role in the profession of arms. The curriculum will place emphasis on current events with the goal of raising your awareness to Department of Defense and Air Force issues.
3. The curriculum will provide you with an opportunity to examine your strengths and weaknesses as a follower and leader. Self-reflection is a vital step in becoming an effective officer. Today you are warriors in training and tomorrow you will be entrusted to lead. I expect you to study hard and finish strong. You can expect to serve many roles as a military officer but none more important than being a leader ...all the time. The future of the United States Air Force will be in your hands.

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

// signed //

MICHAEL A. ARGUELLO, Capt, USAF  
Assistant Professor, 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. **Note that a single absence will result in two missed lectures.**

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 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).

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 ABSENT as your subject line).

#### **Key Dates:**

16 Jan	Martin Luther King Jr. Day Holiday
17 Jan	Classes Begin
12-16 Mar	Spring Break
2 Apr	Last day to drop a class w/out Dean approval
4 May	Last day of ROTC Classes
<b>18 May</b>	<b>Commissioning</b>
19 May	University Commencement

**Course Location and Hours:** (44370) Fri 1500-1700, SZB 464

**Office Location and Hours:** BEL 603B – **hours by appointment**  
Office: 232-2372  
E-mail: michael.arguello@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. You 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.
3. No eating, smoking, or use of other tobacco products while in class.
4. During class, cell phones will be turned off.
5. No use of laptops 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 BEL or SZB. 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.

**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 2.00** or greater (a 2.0 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. **For scholarship cadets**, maintain **term and cumulative GPA of 2.50** or greater. Additionally, per ARMS 11-020, a scholarship cadet who earns less than a 2.0 term GPA will have the scholarship suspended for the next term, even if it is the cadet's first failure to meet academic standards.

1. Remain in good standing at your institution.
2. Discuss plans to drop classes or change majors with us in advance.
3. Meet physical fitness and weight standards.
4. Meet medical standards and advise us of any changes in your status.
5. Maintain Air Force standards of appearance, leadership, self-discipline, and behavior.

### **Administration**

**Textbook:** AS400 Textbooks: National Security Affairs and Preparation for Active Duty

### **Additional Reading Materials:**

Tongue and Quill . Air Force Handbook 33-337

The U.S. Constitution Pamphlet. Alabama, Holm Center, 1997

National Security Strategy 2011.  
Washington D.C., 2011

National Military Strategy of the United States of America 2011. Washington D.C., 2011

Air Force Doctrine Document 1.  
Washington D.C., 2003

Carnegie, Dale. How to Win Friends and Influence People. New York, Gallery Books, 1998

**Timeliness:** Be on time to each class session.

**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. Also, a mid-term and end of term counseling will be completed.

**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.

**Policy on Cheating:** One of the Air Force core values is *Integrity First*. We will abide by the USAF Honor Code, "We will not lie, cheat or steal nor tolerate among us anyone who does." Swift and appropriate punishment will be afforded to those who violate the Honor Code.

## **Course Requirements and Grading Policy**

**Course Overview:** For your last semester, we will cover topics to facilitate a smooth transition from civilian to military life. You will *apply* listening, speaking and writing skills in Air Force formats and situations with accuracy, clarity and appropriate style.

**Textbook:** You can pick up books from MPC before the first day of class. Since you are going to commission in the USAF you may keep *all* your books. You will need them for future reference.

**Examinations:** There are two background papers due see Table 1 for grading scale. An instruction sheet will be handed out the first week of class.

**Writing Assignments:** There will be multiple writing assignments culminating in a Capstone project/presentation. The research topic will follow a current event that affects U.S. national security. An instruction sheet will be given the first week of class.

**General Guidelines:** All assignments are due at 2359 on the day assigned. Do not be late to class because you are finishing or printing your assignment.

**Grading:** For writing assignments I will use HOLMCENTER Form 8 and HOLMCENTER Form 9. Visit the Blackboard for your reference/review.

**Briefing Assignments:** There will be several *advocacy* briefing assignments. Follow the general briefing assignment guidelines below as well as unique requirements for each individual assignment.

**General Guidelines:** (1) 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. Arrive early and ensure the presentation works properly. (2) Your slides/power point presentation must be consistent in color, font, etc. Pictures are always a great idea. Provide a printed copy of slides to the instructor on the day of the briefing. Print two black and white slides per page. (3) If your briefing is over the allotted timeframe you will lose one letter grade and be required to completely redo the briefing – possibly during the next class period, but not necessarily. Key point: Practice, practice, practice and teamwork.

**Grading:** The HOLMCENTER Form 6 will be used to grade briefing assignments. Visit the Blackboard for your reference/review. Additionally, all cadets will grade the briefing using the same form. 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 constructive ONLY. Cadets who are not briefing should be actively listening so as to develop questions and/or feedback.

**Briefings:** You will brief your writing assignment topics. All time constraints will be given during the semester. You are required to have a power point presentation, a picture show or hard copy charts. **See calendar for due dates.**

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

**Table 1: Grading Scale**

Area	Points	Number Grade	Letter Grade/ GPA Points
Midterm Background Paper	10	90 to 100	A/4.0
Final Background Paper	10	80 to < 90	B/3.0
Writing Assignment #1	10	70 to < 80	C/2.0
Writing Assignment #2	10	65 to < 70	D/1.0
Writing Assignment #3	10	Below 65	F/0.0
Writing Assignment #4	10		
Briefing #1	10		
Briefing #2	10		
Briefing #3	10		
Briefing #4	10		
Total	100		

**Class Participation:** *Active participation means making creative, thoughtful, and mature, on-target contributions to EVERY class discussion!* If you miss class you certainly cannot be contributing much to the whole group. Each time you are absence (even excused) from class you will lose one point from your overall total points at the end of the semester, unless due to circumstances that were out of your control.

**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 critique, usually administered during the last class meeting.
2. Every semester, complete the AFROTC sexual assault assessment found on line (URL to be provided by instructor), usually completed NLT 1 week 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 one week prior to course end date.

## AFS 332 COURSE OUTLINE – Spring 2012

<b>Date</b>	<b>Lesson #</b>	<b>Subject</b>	<b>Notes</b>
20 Jan	1/43	Overview of course / Advocacy Briefing Prep	
	34	The Airman's Creed/Code of Conduct	
27 Jan	45	Sexual Harassment Awareness	
	47	Suicide Awareness	
3 Feb	46/48	Information Assurance / Operational Risk Management (ORM)	
	31	Law of Armed Conflict (UCMJ)	
10 Feb	32/33	Military Law / Case Studies	
	16/17	Department of Defense /Total Force	
17 Feb	23	Air and Space Expeditionary Force	
		<b>Briefing #1– National Security Council</b>	Writing Assignment #1 Due
24 Feb	14	Principles of War & Tenets of Air & Space Power	
	18	Air and Space Functions	
2 Mar	19	Air and Space Capabilities	
	20	Force Packaging	
9 Mar	29	Joint Ops	
		<b>MIDTERM PAPER DUE</b>	
12-16 Mar		<b>SPRING BREAK</b>	
23 Mar	25	Department of the Army	Guest Lecture: TBD
	26	Department of the Navy	Guest Lecture: TBD
30 Mar	27	The Marine Corps	Guest Lecture: TBD
	52	Civilian Personnel	Guest Lecture: TBD
*6 Apr		<b>Briefing #2-- Congress / State Department</b>	Writing Assignment #2 Due
13 Apr	41/51	The Enlisted Force/NCO Perspective	Guest Speaker: CMSgt (Ret) Blanco
	42	Enlisted Evaluation System / EPR	Guest Speaker: SSgt Baxter
20 Apr	40	Performance Feedback	Guest Lecture: Captain Stout
	43	Officer Evaluation System / OPR / PRF	
27 Apr	38/39	Bullet Statement with Impact/Practicum	Guest Lecture: Col Staha
	44/54	Evaluation Concepts Award Packages The Oath of Office & Commissioning	
4 May		<b>Briefing #3 – DoD / COCOMs</b>	Writing Assignment #3 Due
		<b>Briefing #4– Theater Campaign</b>	Writing Assignment #4 Due
		<b>FINAL PAPER DUE</b>	Instructor Survey

(This syllabus is subject to change)

As of 1/18/2012