



AFS 102K SYLLABUS

Unique Number 44970/44975

**Air and Space Studies 100**  
**The Foundation of the United States Air Force**  
**Fall 2013**



AFROTC Detachment 825  
The University of Texas at Austin

Captain Robert D. Giannini, Assistant Professor  
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Fall 2013

MEMORANDUM FOR AS 100 STUDENTS

FROM: Captain Robert D. Giannini

SUBJECT: Welcome

1. Welcome to Air and Space Studies 100; The Foundation of the United States Air Force. This two-term course is designed as an introduction to the Air Force Reserve Officers Training Corps (AFROTC) and the Air Force (AF). It will allow college students like yourselves to “try out” our program so you can see for yourself if the Air Force is the right fit for you. By just taking this course you ARE NOT committing to the Air Force. That particular decision is in the future, if you are qualified and that is what you decide to do.
2. The topics we will cover this term include the history and heritage of the greatest Air Force in the world, the Air Force’s mission, organization and combat capabilities, the amazing career opportunities coupled with the outstanding benefits, and some customs, courtesies and standards. You will begin to practice your communications skills through briefings and in writing. Most of these topics are a basic introduction to the Air Force and the military.
3. Some of you have had Junior ROTC or Civil Air Patrol experiences, grew up in military families, or have already served on active duty. As a result, you have already been exposed to some of the topics we will discuss. Let that work in your favor; use your experience to help others. For the vast majority of you who do not have a military background, this will be a true learning experience; you are all starting on an equal footing. We are all here to help and learn from each other.
4. Good luck as you prepare to take this important step in your Air Force career, a career of service to our great nation!

// signed //

ROBERT D. GIANNINI, Capt, USAF  
Assistant Professor  
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.

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:

28 Aug--Classes begin  
2 Sep--Labor Day Holiday  
5 Nov--Last day to drop a class w/out academic penalty  
28-30 Nov--Thanksgiving-- no classes  
6 Dec--Last day of class  
9-14, 16-20 Dec--Final examinations  
20 Dec--Commissioning  
21 Dec--Official graduation date

Course Location and Hours: (44970) Wed 1200-1300, CLA 5.404  
(44975) Wed 1300-1400, CLA 5.404

### Office Location and Contact info:

CLA 5.722 - Office Hours (0800-1600) Office:  
232-2371  
E-mail: [rdgiannini@utexas.edu](mailto:rdgiannini@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, 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 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 2.5 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, 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.

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.
7. Maintain Air Force standards of appearance, leadership, self-discipline, and behavior.

### **Administration**

**Timeliness:** Be on time.

**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.

**Policy on Cheating:** One of the Air Force core values is *Integrity First*. Do not cheat or tolerate anyone who does.

**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 2012/2013 Edition T-107. Second review the slides which will be posted on Blackboard prior to all classes. You should print and bring to class. Lastly you will use the Tongue and Quill 2004 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.

### **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, 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 absence 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 **16 Oct** and will cover material from the first half of the course. The FINAL exam will be on **4 Dec** and will cover material from the second half of the 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 be the critical 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 *why* you are in AFROTC. Be sure to include specifically how you *heard* about Det 825 at UT; what you hope to *gain* through the program as well as *strengths* you bring to cadet wing. Use the Tongue and Quill format pages 183-185 to assist you. The memorandum is worth **10 points** which is **10%** of your grade. **This assignment is due on 23 Oct.**

**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 Holmcenter Form 6 – Informative Briefing Grading Sheet which I will distribute and discuss in class. Additionally these will be posted on Blackboard 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. Cadet 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 **two to five-minute news report** on a current event. Two to three students will be chosen randomly during each class to report on something they heard or read about during in the week. It should cover the basics of who, what, where, when and why and how it relates to the Air Force or military. The briefing is worth **10** points or **10%** of your grade. Briefings will begin on **18 Sep to 6 Dec.**

**Quizzes:** There will be two-five pop quizzes during the course. The question will come from a 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 **2 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.

Area	Points	Number Grade	Letter Grade/ GPA Points
Class Participation	10	90 to 100	A/4.0
Exam 1 (MIDTERM)	30	80 to <90	B/3.0
Exam 2 (FINAL)	30	70 to <80	C/2.0
Writing: Memorandum	10	60 to <70	D/1.0
Briefing: News Report	10	Below 65	F/0.0
Quizzes	10		
Total	<b>100</b>		

**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 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 102K COURSE OUTLINE – FALL 2013**

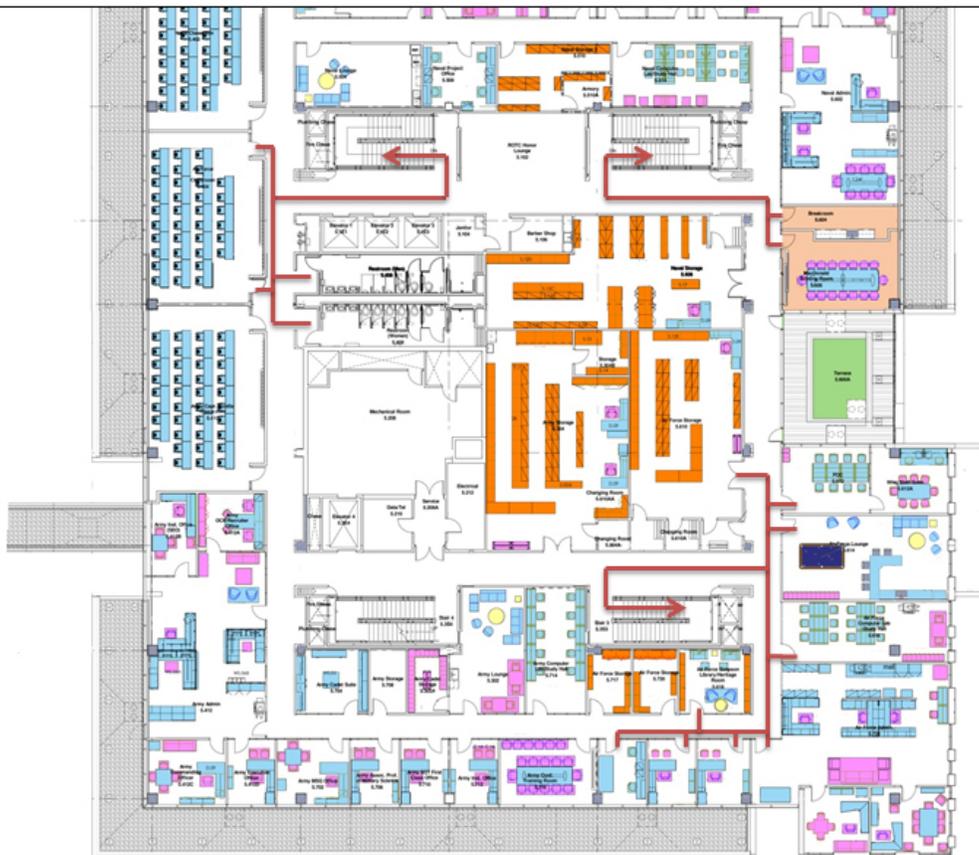
<b>Date</b>	<b>Lesson #</b>	<b>Subject</b>	<b>Assignments</b>
28 Aug	1	Welcome and Course Overview	
4 Sep	2	Introduction to ROTC	
11 Sep	3	Department of the Air Force	<b>Guest Speaker: TBD</b>
18 Sep	4	Air Force Dress and Appearance	News Reports
25 Sep	5	Military Customs and Courtesies	New Reports
2 Oct	6	Team Building: A Central Skill	News Reports
9 Oct	7	Team Building: A Central Skill	News Reports
<b>16 Oct</b>	8	<b>MIDTERM</b>	News Reports
23 Oct	9	Military Communication Skills: 7 Steps to Effective Communication Briefings	News Reports Writing Assignment Due
30 Oct	10	Military Communication Skills (Cont.) Email and Voicemail	News Reports
6 Nov	11	Interpersonal Communication	News Reports
13 Nov	12	Air Force Benefits	News Reports
20 Nov	13	Air Force Officer Career Opportunities 1	News Reports
27 Nov	14	Air Force Officer Career Opportunities 2	<b>Guest Speaker: TBD</b>
<b>4 Dec</b>		<b>FINAL EXAM</b> Instructor Surveys & Peer Review	News Reports

**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 change.**