

## ARMY ROTC MSL IV

<b>Army 4421 – Effective Writing for Army Leaders</b>			
<b>Spring 2019</b>			
Department of	Military Science	College of	Arts and Sciences
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<b>Office Hours:</b>	<b>M, T, F 11a – 12a; Th 11a – 1p</b>		
<b>Virtual Office Hours:</b>			
<b>Course Location:</b>	<i>Hobart Taylor Room 100</i>		
<b>Class Meeting Days &amp; Times:</b>	<b>Wednesday; 1200-1300</b>		
<b>Course Abbreviation and Number:</b>	<b>ARMY 4411</b>		
<b>Catalog Description:</b>			
<b>Prerequisites:</b>	<b>ROTC Basic Course or LTC and ARMY 3313, 3323, 4413 and 4423</b>		
<b>Co-requisites:</b>			
<b>Required Text:</b>	<b>Department of the Army Pamphlet 600-70</b>		
<b>Recommended Text:</b>	<b>Army Regulation 25-30</b>		
<b>Access to Learning Resources:</b>	U.S. Army ROTC Blackboard: web: <a href="https://rotc.blackboard.com/webapps/portal/frameset.jsp">https://rotc.blackboard.com/webapps/portal/frameset.jsp</a> PVAMU Library: phone: (936) 261-1500; web: <a href="http://www.tamu.edu/pvamu/library/">http://www.tamu.edu/pvamu/library/</a> University Bookstore: phone: (936) 261-1990; web: <a href="https://www.bkstr.com/Home/10001-10734-1?demoKey=d">https://www.bkstr.com/Home/10001-10734-1?demoKey=d</a>		
<b>Course Overview:</b>			
	<p>This course teaches the standard for Army writing. The study and practice of the Army Writing Program is essential to accurate, timely and informed communication. Army writing teaches written communication is a single rapid reading free of errors in grammar, mechanics, and usage. This course will teach Cadets how to write in a clear, concise, organized, and right to the point manner, using the bottom line up front technique. In addition, this class will provide accessible information on what kind of staff writing to demand and how to have it produced. Understand in detail what good Army writing is and how to establish uniform Army writing standards and use quantifiable tools to reinforce better writing.</p>		
<b>Course Objectives:</b>			
	<ol style="list-style-type: none"> <li>a. To further develop college-educated men and women for positions of responsibility as Officers in the United States Army - Active, Reserve, or National Guard components.</li> <li>b. To improve students leadership skills.</li> <li>c. To develop critical thinking skills through writing requirements.</li> </ol>		
<b>Accrediting Body:</b> U.S. Army Cadet Command			
<b>Standards Met:</b> As outlined and governed in Cadet Command regulations, policies, and/or Standard Operating Procedures.			

**At the end of this course**, the cadets will be prepared for attendance and successful completion of BOLC-B. This course is designed to teach and develop critical thinking skills and attitudes essential for commissioning a new second lieutenant. It will provide a sound foundation for a career as a commissioned Army officer.

		Alignment with Academic Program		Alignment with Core Curriculum
1	Apply Army leadership dimensions as Cadet battalion leaders	Leadership		Supports ROTC Core Value # 5 (Leadership)
2	Army command policy (7 Army values)	Values and Ethics		Supports ROTC Core Value # 6 (Accountability)
3	Mentor and develop underclass Cadets	Personal Development		Supports ROTC Core Value # 1 (Access and Quality)
4	Empower and inspire strength in others.	Officership		Supports ROTC Core Value # 1 (Access and Quality)
5	Apply force protection measures	Tactics and Techniques		Supports ROTC Core Value # 5 (Leadership)

## Course Evaluation Methods

This course will utilize the following instruments to determine student grades and proficiency of the learning outcomes for the course.

**Exams** – written tests designed to measure knowledge of presented course material

**Exercises** – written assignments designed to supplement and reinforce course material

**Projects** – web development assignments designed to measure ability to apply presented course material

**Class Participation** – daily attendance and participation in class discussions

## Grading Matrix

<b>MS 4411</b>		
POINT SOURCE	MAX	%
Written Assignment 1	100	10
Written Assignment 2	100	10
Written Assignment 3	200	20
Exam 1	200	20
Exam 2	200	20
Class Participation	200	20
<b>Total</b>	<b>1000</b>	<b>100</b>

Missed Requirement	Points
Late Assignment (1 Day)	- 15
Late Assignment (2 Days)	- 30
Late Assignment (3 Days)	- 50
Bonus Point Limit	+ 25
Failure to Complete 104R	- 25

### Grade Determination:

A = 1000 – 900pts;

B = 899 – 800pts;

C = 799 – 700pts;

D = 699 – 600pts;

F = 599pts or below

## Course Procedures

### Submission of Assignments:

- WRITTEN PRODUCTS:** There will be several writing assignments, briefings and class projects over the

course of the semester. All written products will be individual effort unless told otherwise. Assignments are as follows:

- a. Given an assigned topic apply the Army writing style IAW DA PAM 600-70 to a point paper. (4 x page minimum for turn-in)
  - b. Given an assigned topic apply the Army writing style IAW DA PAM 600-70 to a decision paper. (4 x page minimum for turn-in)
  - c. Given an assigned topic apply the Army writing style IAW DA PAM 600-70 to a point paper. (8 x page minimum for turn-in)
2. **EXAMS:** There will be two written exam over the given course materials. You are expected to read the course materiel prior to the start of each class session. See Course Calendar for listing of classes to be taught during each session.
3. **TEXTBOOKS, EQUIPMENT, & UNIFORM:** It is a requirement that you carry a personal calendar and a notebook and/or something to write notes on with a pen or pencil to class. Army Regulations (AR), Field Manuals (FM), and other program texts will be made available to you either thru hard copy or internet online access.
- a. **Duty uniform will be worn all day 0800 – 1700 on days class is in session.**
  - b. Duty uniform is the ACU, unless otherwise prescribed by the PMS
4. **ATTENDANCE:** *Attendance at class.* As future officers, you are responsible for being prepared and in the right place at the right time with the right equipment and uniform. Failure to meet this standard will result in a reduction of your grade. ***Accumulation of more than 100 Accountability points constitutes disqualification from receiving any bonus points and may result in disciplinary action by the PMS.*** Some additional coordinating instructions:
- a. Request for excused absences will be considered on a case-by-case basis **prior to** the actual absence. Only the PMS can approve excused absences.
  - b. Cadets who demonstrate a tardiness trend will incur deducted points at the rate of 25 points per event from their final class grade. **Be on time.**
  - c. **You are required to attend Physical Training as well as battalion training exercises and FTXs.**
5. **ELECTRONIC MAIL (EMAIL) & BLACKBOARD:** All Cadets are required to establish, activate, and use an AKO email account to receive class assignments, instructions, and correspondences pursuant to the conduct of educational purposes. **ALL Cadets are required to check their Blackboard accounts for assignments, quizzes, test, and announcements daily.**
6. **ACCOUNTABILITY:**
- a. Exercise proper care and accountability of all books, equipment, and uniforms issued to you, and **return all books and equipment prior to course completion.**
  - b. You are required to properly sign for all uniforms and equipment and maintain accurate accountability of these items while in your possession. You are also responsible for turning in these items prior to the completion of each school semester. **Any Cades failing to turn in assigned equipment will not be allowed to take his/her Final Exam until equipment has been turned in and accounted for with the Supply Technician. Failure to turn in equipment by the last class date will result in a letter grade of 'F'. Additionally, cadets may be placed on "Administrative Hold" status and reported to the University fiscal office and registrar office for failure to turn-in equipment.** This status will jeopardize any future enrollment at this program.

#### **Formatting Documents:**

Microsoft Word is the standard word processing tool used at PVAMU. If you're using other word processors, be

sure to use the “save as” tool and save the document in either the Microsoft Word, Rich-Text, or plain text format.

**Exam Policy**

Exams should be taken as scheduled. No makeup examinations will be allowed except under documented emergencies (See Student Handbook). The PMS is the only Cadre member authorized to excuse Cadets from scheduled exams.

# University Rules and Procedures

## **Disability statement (See Student Handbook):**

Students with disabilities, including learning disabilities, who wish to request accommodations in class should register with the Services for Students with Disabilities (SSD) early in the semester so that appropriate arrangements may be made. In accordance with federal laws, a student requesting special accommodations must provide documentation of their disability to the SSD coordinator.

## **Academic misconduct (See Student Handbook):**

You are expected to practice academic honesty in every aspect of this course and all other courses. Make sure you are familiar with your Student Handbook, especially the section on academic misconduct. Students who engage in academic misconduct are subject to university disciplinary procedures.

## **Forms of academic dishonesty:**

1. Cheating: deception in which a student misrepresents that he/she has mastered information on an academic exercise that he/she has not mastered; giving or receiving aid unauthorized by the instructor on assignments or examinations.
2. Academic misconduct: tampering with grades or taking part in obtaining or distributing any part of a scheduled test.
3. Fabrication: use of invented information or falsified research.
4. Plagiarism: unacknowledged quotation and/or paraphrase of someone else's words, ideas, or data as one's own in work submitted for credit. Failure to identify information or essays from the Internet and submitting them as one's own work also constitutes plagiarism.

## **Nonacademic misconduct (See Student Handbook)**

The university respects the rights of instructors to teach and students to learn. Maintenance of these rights requires campus conditions that do not impede their exercise. Campus behavior that interferes with either (1) the instructor's ability to conduct the class, (2) the inability of other students to profit from the instructional program, or (3) campus behavior that interferes with the rights of others will not be tolerated. An individual engaging in such disruptive behavior may be subject to disciplinary action. Such incidents will be adjudicated by the Dean of Students under nonacademic procedures.

## **Sexual misconduct (See Student Handbook):**

Sexual harassment of students and employers at Prairie View A&M University is unacceptable and will not be tolerated. Any member of the university community violating this policy will be subject to disciplinary action.

## **Attendance Policy:**

Prairie View A&M University requires regular class attendance. Excessive absences will result in lowered grades. Excessive absenteeism, whether excused or unexcused, may result in a student's course grade being reduced or in assignment of a grade of "F". Absences are accumulated beginning with the first day of class.

## **Student Academic Appeals Process**

Authority and responsibility for assigning grades to students rests with the faculty. However, in those instances where students believe that miscommunication, errors, or unfairness of any kind may have adversely affected the instructor's assessment of their academic performance, the student has a right to appeal by the procedure listed in the Undergraduate Catalog and by doing so within thirty days of receiving the grade or experiencing any other problematic academic event that prompted the complaint.

# Technical Considerations for Online and Web-Assist Courses

## Minimum Hardware and Software Requirements:

- Pentium with Windows XP or PowerMac with OS 9
- 56K modem or network access
- Internet provider with SLIP or PPP
- 8X or greater CD-ROM
- 64MB RAM
- Hard drive with 40MB available space
- 15" monitor, 800x600, color or 16 bit
- Sound card w/speakers
- Microphone and recording software
- Keyboard & mouse
- Netscape Communicator ver. 4.61 or Microsoft Internet Explorer ver. 5.0 /plug-ins
- Participants should have a basic proficiency of the following computer skills:
  - Sending and receiving email
  - A working knowledge of the Internet
  - Proficiency in Microsoft Word
  - Proficiency in the Acrobat PDF Reader
  - Basic knowledge of Windows or Mac O.S.

**Netiquette (online etiquette):** students are expected to participate in all discussions and virtual classroom chats when directed to do so. Students are to be respectful and courteous to others in the discussions. Foul or abusive language will not be tolerated. When referring to information from books, websites or articles, please use APA standards to reference sources.

**Technical Support:** Students should call the Prairie View A&M University Helpdesk at 936-261-2525 for technical issues with accessing your online course. The helpdesk is available 24 hours a day/7 days a week. For other technical questions regarding your online course, call the Office of Distance Learning at 936-261-3290 or 936-261-3282

## Communication Expectations and Standards:

All emails or discussion postings will receive a response from the instructor within 48 hours.

You can send email anytime that is convenient to you, but I check my email messages continuously during the day throughout the work-week (Monday through Friday). I will respond to email messages during the work-week by the close of business (5:00 pm) on the day following ***my receipt*** of them. Emails that I receive on Friday will be responded to by the close of business on the following Monday.

## Submission of Assignments:

Assignments, Papers, Exercises, and Projects will distributed and submitted through your online course. Directions for accessing your online course will be provided. Additional assistance can be obtained from the Office of Distance Learning.

## Discussion Requirement:

Because this is an online course, there will be no required face to face meetings on campus. However, we will participate in conversations about the readings, lectures, materials, and other aspects of the course in a true seminar fashion. We will accomplish this by use of the discussion board.

Students are required to log-on to the course website often to participate in discussion. It is strongly advised that you check the discussion area daily to keep abreast of discussions. When a topic is posted, everyone is required to participate. The exact use of discussion will be determined by the instructor.

**It is strongly suggested** that students type their discussion postings in a word processing application and save it to their PC or a removable drive before posting to the discussion board. This is important for two reasons: 1) If for some reason your discussion responses are lost in your online course, you will have another copy; 2) Grammatical errors can be greatly minimized by the use of the spell-and-grammar check functions in word processing applications. Once the post(s) have been typed and corrected in the word processing application, it should be copied and pasted to the discussion board.