Leadership Lab
Course Syllabus

Instructor:
Milton A. Campbell
Lieutenant Colonel, U.S. Army
Professor of Military Science
micampbell@pvamu.edu
Office: 936-261-1612
Cell: 936-714-3702

Office Hours and Appointments
My Office Hours are:
Monday – Friday: 1200 – 1400
I am available to meet with any of you to discuss assignments, issues, or concerns. My
schedule is generally flexible, and I will schedule a specific time to meet with you beyond
office hours, if necessary.

Instructor:
Cooper J. Patch
First Lieutenant, U.S. Army
Assistant Professor of Military Science
cjpatch@pvamu.edu
Office: 936-261-1609
Cell: 303-802-9389

Instructor:
Nathan A. Brummer
Sergeant First Class, U.S. Army
Senior Military Science Instructor
nabrummer@pvamu.edu
Office: 936-261-1610
Cell: 256-975-6117

Class Days and Times
Thursday 1400 - 1650
Aug 23, 2021 – Dec 8, 2021

Structure:
Course Description
MS Leadership Lab – ROTC Cadet training involves classroom instructions on
leadership techniques, time management, ethics, critical thinking skills, and military
operations. Cadets are provided the opportunity to apply their knowledge and
understanding in a field setting during weekly practical exercises called a lab. This provides the opportunity for the Cadets to challenge themselves and learn in a safe environment. Labs range from topics covering Drill and Ceremony and Team Building, to Land Navigation and Squad Tactics. All Labs are designed to develop the knowledge and leadership abilities of the Cadets; Labs are run by the Military Science (MS) III class.

Course Design
This course is designed to be student-centric with the onus of learning on the student, facilitated by the instructor. Army Officers are expected to be life-long learners who take responsibility and personal initiative for their learning. You must properly conduct your pre-class assignments to gain an understanding of the foundation on each subject in the course. Doing so will allow your instructor to spend most of the class time on specific areas that are least understood from the lessons, rather than your instructor teaching the subject from scratch. Your instructor has a wealth of experience and knowledge to share in the classroom—do your homework so your instructor can spend more time sharing his personal knowledge and experiences with your class. Class will be conducted in an interactive manner with many opportunities for small group discussions and practical exercises. Everyone will be responsible for contributing to the success of the learning experience.

ROTC Advanced Course
The Advanced Course is comprised of an academically rigorous 2-year program consisting of; four college courses with two Exams (Midterm/Final) per course, two sets of Leadership LABs (Fall/Spring), and the Cadet Summer Training (CST) Advanced Camp conducted during the summer in-between the MS III and MS IV years at Fort Knox, KY.
- MS 300, Leadership Skills and Small Unit Tactics
- Fall Leadership Labs
- Spring Leadership Labs
- CST Advanced Camp Fort Knox, KY
- MS 400, Leadership Management I & II
- Fall Leadership Labs
- Spring Leadership Labs

The ROTC Course Outcomes are derived from the four Army Learning Areas (ALA) and General Learning Outcomes (GLOs) to develop objectives designed to prepare the newly commissioned second lieutenant for success at the Basic Officer Leader Course B (BOLC B) and as a junior officer at their first unit of assignment (FUA).

The four ALAs and General Learning Outcomes are:
1. Leadership and the Army Profession
   - Proficiency in creating and sustaining an organizational climate of trust and a shared identity as Army Professionals
   - Proficiency in the Army leader attribute and competency categories described in the Leadership Requirements Model
   - Proficiency in implementing and sustaining the fundamentals of development
2. Mission Command
   • Proficiency in the principles of mission command
   • Proficiency in the elements of command and control (C2)
   • Proficiency in C2 Warfighter Function tasks and system to integrate elements of combat power
   • Proficiency in the fundamentals of the operations process to enable leaders to understand, visualize, describe, direct, lead, and assess operations
   • Proficiency in critical & creative thinking

3. Operations
   • Proficiency in synchronizing all Warfighter Functions in Unified Land Operations in support of Joint Operations
   • Proficiency in understanding the OE across all domains
   • Proficiency in sustainment functions supporting Army Operations

4. Training
   • Proficiency in planning, preparing, executing, and assessing training

Course Requirements

1. Participation:
   You are expected to actively participate in learning through critical reflection, inquiry, dialogue, and group interactions. This includes participating in class discussion, sharing personal perspectives and experiences related to principles discussed in class or reading, working with fellow students to engage in class exercises, leading lab exercises, and assisting with ROTC-related activities and events. Peer and Cadre/Staff assessments will determine your overall participation grade at the end of the semester.

2. Attendance is MANDATORY for ALL physical fitness, classes, and labs. You must sign in on the attendance sheet to be counted as present; do NOT sign in others. Each unexcused absence will result in a performance counseling. If you have two unexcused absences, an APMS or the SMI will counsel you. If you have three unexcused absences, the PMS will counsel you and you will automatically drop a full letter grade for the semester. If you require an excused absence, notify (phone and/or email) the Army ROTC Cadre immediately for approval and include your Cadet Chain of Command for accountability. Provide documentation to the Army ROTC Cadre, as needed, for all excused absences.

   a. Excused Absence Policy: For details on the Army ROTC’s Undergraduate Excused Absence Policy, please review the following guidelines for both planned and unplanned absences found in the supplemental Excused Absence Policy.

   b. Physical Fitness / Physical Fitness Assessment / ACFT / OPAT
   As a future officer, you are expected to set the example for physical fitness according to Army regulations. You will be required to take a Physical Fitness Assessment and a diagnostic ACFT during the semester.
NOTE: **Contracted Cadets and non-contracted MSIs** are required to participate in **ALL** Army ROTC sessions. Students (non-contracted MSI & MSII Cadets) are encouraged, but not required, to participate in Army ROTC sessions outside of the classroom and lab.

**Evaluation and Grading**

MSL 4147 (uncontracted)
Field Training Exercise 40%
Attendance / Participation 40%
Cadet Leadership 20%

**Assignments**

All assignments will be properly labeled with the name of the assignment, followed by the submitting party's name/rank, and the submission date (i.e. “Intrigue Journal – Cadet Johnson (2 Dec”). Improperly labeled assignments (i.e. “Final Exam” or “Untitled document” are unprofessional and will not be accepted.

Failure to adhere to this requirement may result in a loss of points for the assignment.

**E-Mail**

E-mail correspondence should be done in a professional manner. All e-mail should be sent using a professional e-mail address (i.e. school provided or .mil). In addition, use the following guidance:

- **Subject Line-** each e-mail should include a subject. If you forget to add one, on top of being unprofessional, your message might not get opened. Use the subject line to summarize why you are sending the e-mail.
  - i.e. 24 May Leadership Lab
  - i.e. PT Guidance for the Week of 22 Feb
- **Salutation-** if you have a contact person, address your email to individual. You should address each individual on the “To” line.
  - i.e. Sir/Ma’am
  - i.e. MAJ Grant
  - i.e. Gentlemen/Ladies
- **Body-** the opening of the email should get right to the point, in the Army, we call this BLUF, or Bottom-Line Up Front. You can go into more depth after this BLUF statement.
  - i.e. I am submitting the homework assignment due on 13 March.
  - i.e. I am looking to set up a meeting to discuss my grades.

Ensure that you proof your e-mail for spelling and grammatical errors. Many e-mails applications offer editing; however, you can copy the information into a word document and edit via Microsoft Word or Grammarly before pasting the content back into the e-mail.

**Closing**

The most common way to close an e-mail is with a word or statement, such as “Sincerely,” “Respectfully,” or “With Regards.” It is important to create an e-mail signature and to include that signature with every message you send. Include your full name, your e-mail address and your phone number.

- i.e. my signature is: 
  - V/R (Very Respectfully)
Failure to adhere to this standard may result in a loss of points for the applicable assignment or overall course grade.

**NOTE:** Contracted Cadets will participate in **ALL** ROTC activities in and outside the classroom.

**NOTE:** The following grading scale will be used based on 100 points possible. **All late papers and assignments will receive an automatic 10-point reduction in grade. Students will turn in ALL assignments; if a student fails to turn in three assignments, they will drop a full letter grade for the class.**

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<tr>
<th>Points Range</th>
<th>Grade</th>
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<tbody>
<tr>
<td>93.34 - 100</td>
<td>A</td>
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<tr>
<td>90.00 - 93.33</td>
<td>A-</td>
</tr>
<tr>
<td>86.67 - 89.99</td>
<td>B+</td>
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<tr>
<td>83.34 - 86.66</td>
<td>B</td>
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<tr>
<td>80.00 - 83.33</td>
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<td>76.67 - 79.99</td>
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**NOTE:** Listed below are several additional methods used to assess knowledge and learning that the instructor may choose to implement as course requirements and evaluation.

**Character Development / Classroom Conduct**

Each Cadet is responsible and expected to attain (know and do) the respective requirements for each MS Level. You are expected to carry yourself as a leader in the U.S. Army and live up to the Army Values to the best of your ability. All Army ROTC Cadets/students will adhere to the Prairie View A&M University Academic Integrity Policy. Please see link below:

**Academic Integrity**

Academic dishonesty is defined as any form of cheating or dishonesty that has the effect or intent of interfering with any academic exercise or fair evaluation of a student's performance. The college faculty can provide additional information, particularly related to a specific course, laboratory, or assignment.

You are expected to practice academic honesty in every aspect of this course and all other courses. Make sure you are familiar with the *University Administrative Guidelines on Academic Integrity*, which can be found on the [Academic Integrity webpage](#). Students who engage in academic misconduct are...
subject to university disciplinary procedures. As listed in the *University Administrative Guidelines on Academic Integrity*, the University Online Catalog, and the Student Code of Conduct, the following are examples of prohibited conduct. This list is not designed to be all-inclusive or exhaustive. In addition to academic sanctions, any student found to have committed academic misconduct that is also a violation of criminal law may also be subject to disciplinary review and action by the Office of Student Conduct (as outlined in the Student Code of Conduct).

**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 learned, giving or receiving aid unauthorized by the instructor on assignments or examinations. Examples: unauthorized use of notes for a test; using a "cheat sheet" on a quiz or exam; any alteration made on a graded test or exam which is then resubmitted to the teacher;

2. **Plagiarism:** Careless or deliberate use of the work or the ideas of another; representation of another's work, words, ideas, or data as your own without permission or appropriate acknowledgment. Examples: copying another's paper or answers, failure to identify information or essays from the internet and submitting or representing it as your own; submitting an assignment which has been partially or wholly done by another and claiming it as yours; not properly acknowledging a source which has been summarized or paraphrased in your work; failure to acknowledge the use of another's words with quotation marks;

3. **Collusion:** When more than one student or person contributes to a piece of work that is submitted as the work of an individual;

4. **Conspiracy:** Agreeing with one or more persons to commit an act of academic/scholastic dishonesty; and

**Multiple Submission:** Submission of work from one course to satisfy a requirement in another course without explicit permission. Example: using a paper prepared and graded for credit in one course to fulfill a requirement and receive credit in a different course

**Uniforms and Appearance**

You are expected to wear the assigned Army uniform to all classes per cadre guidance and adhere to Army Regulation 670-1 Wear and Appearance of Uniforms and Insignia and associated ALARACT messages regarding uniforms and appearance.

**Collaboration**

You are encouraged to work together with your fellow MS III3 Cadets and seek guidance and help from your instructor and other ROTC cadre.

**Student Conduct Policy**

PVAMU students are expected to abide by the Prairie View A&M University's Code of Student Conduct: [https://www.pvamu.edu/sa/student-conduct/](https://www.pvamu.edu/sa/student-conduct/)

**Sexual Misconduct Policy**

In accordance with the PVAMU's Sexual Misconduct Policy, your instructor is a "responsible employee" for reporting purposes under Title IX regulations and state law and must report incidents of sexual misconduct (sexual harassment, non-consensual sexual contact, sexual assault, sexual exploitation, sexual intimidation, intimate partner
violence, or stalking) about which they become aware to the Title IX office. Please know there are places on campus where you can make a report in confidence. More information can be found on the Title IX website at https://www.pvamu.edu/titleix/sexual-misconduct-policy/

Sexual Harassment/Assault
Across the Total Army, we continue to focus on eradicating sexual harassment and sexual assault from our ranks. We must do everything within our power to rid the Army of these crimes. This is a readiness issue that affects our ability to accomplish our mission. Over the past several years, we have placed a high priority on our prevention efforts, and although we are on the right trajectory, we still have significant room to improve. In all components, sexual assault reporting is increasing, which is an indication that our Soldiers trust their leaders to address the situation in a professional manner. We all have a responsibility to look out for one another - there can be no bystanders. Stay alert when the warning signs become present, and if you see something, ACT! Leaders and Soldiers have an ethical obligation to intervene to stop sexual harassment and sexual assault from happening. Those who do not, violate the Nation's trust and the trust of their peers.

Title IX
Title IX of the Education Amendments Act of 1972 is a federal law that states: "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance."

Inappropriate Relationships
Per Army Directive 2016-17 (Protecting Against Prohibited Relations During Recruiting and Entry-Level Training and IAW Department of Defense Instructions (DoDI) 1304.33 (Protecting Against Inappropriate Relations During Recruiting and Entry Level Training). The Army and all Army personnel (including any Army military, civilian, or contractor personnel) will treat each prospect, applicant, recruit, and trainee with dignity and respect as they pursue their aspiration of serving in the military. Army policy prohibits inappropriate relations between recruiters and prospects, applicants, and/or recruits and between trainers providing entry-level training and trainees. At a minimum and as required, the prospect, applicant, recruit, trainee, recruiter, or trainer will complete the following administrative actions. Commanders may add requirements to this list.

(1) Trainers providing entry-level training will sign a DD Form 2982 that acknowledges their understanding of the prohibitions listed in paragraph 5d and their responsibilities regarding the policies to avoid the inappropriate behaviors and relations outlined in this directive. The DD Form 2982 will be recertified annually. The form will be locally filed and kept for 1 year after the trainer has left the unit.

(2) At the onset of the first training session, trainers will brief trainees on the policies in this directive and provide information that trainees can use to contact someone in leadership if they wish to report any issue related to a trainer's inappropriate conduct.

(3) Trainees will sign a DD Form 2983 to acknowledge their understanding and
responsibilities as outlined in this directive no later than the first day of entry-level training. The DD Form 2983 will be locally filed and kept until 6 months after the trainee has left the unit.

NOTE: See ROTC Blackboard BOLC A Curriculum and Course Materials (Protecting Against Inappropriate Relations) for Army Directive 2016-17 and DoDI 1304.33 and Policy Letter materials.

On-line Conduct
The Army is a values-based organization where everyone is expected to do what is right by treating all persons as they should be treated—with dignity and respect. Army personnel are expected to treat all people with respect in all aspects of life and forms of communication (for example, online or in person). Furthermore, Army personnel, especially those entrusted with the mantle of leadership, will lead by example and do what is right to prevent abusive treatment of others.

Failure to do so brings discredit on the Army and may have strategic implications. Hazing, bullying, and discriminatory harassment of people or their property is prohibited; allegations of harassment will be addressed swiftly, individually, and considering their circumstances. Hazing, bullying, online misconduct, and other acts of misconduct, undermine trust, violate our ethic, and negatively impact command climate and readiness.

For more information please refer to AR 600-20, Army Command Policy, 24 July 2020, Chapter 4, paragraph 4-19.

Students with Disabilities
The Office of Disability Services, in accordance with 504/ADA guidelines, is committed to providing reasonable academic accommodations to students who request them. Students seeking accommodation must confirm eligibility (requirements at https://www.pvamu.edu/disabilityservices/our-services/for-students/) and self-identify with the Office of Disability Services each semester (https://www.pvamu.edu/disabilityservices/procedures/student-intake-procedure/). The Office of Disability Services can be contacted at 936-261-3583/3585 or disabilityservices@pvamu.edu.

Student Support and Success

John B. Coleman Library
The John B. Coleman Library’s mission is to enhance the scholarly pursuit of knowledge, to foster intellectual curiosity, and to promote life-long learning and research through our innovative services, resources, and cultural programs, which support the Prairie View A&M University’s global mission of teaching, service, and research. It maintains library collections and access both on campus, online, and through local agreements to further the educational goals of students and faculty. Website: https://www.pvamu.edu/library/; Phone: 936-261-1500

Academic Advising Services
Academic Advising Services offers students a variety of services that contributes to student success and leads towards graduation. We assist students with understanding university policies and procedures that affect academic progress. We support the early alert program to
help students get connected to success early in the semester. We help refer students to the appropriate academic support services when they are unsure of the best resource for their needs. Faculty advisors support some students in their respective colleges. Your faculty advisor can be identified in PantherTracks. Advisors with Academic Advising Services are available to all students. We are located across campus. Find your advisor's location by academic major at www.pvamu.edu/advising. Phone: 936-261-5911

The University Tutoring Center
The University Tutoring Center (UTC) offers free tutoring and academic support to all registered PVAMU students. The mission of the UTC is to help provide a solid academic foundation that enables students to become confident, capable, independent learners. Competent and caring staff and peer tutors guide students in identifying, acquiring, and enhancing the knowledge, skills, and attitudes needed to reach their desired goals. Tutoring and academic support are offered face-to-face in the UTC, in virtual face-to-face sessions (https://www.pvamu.edu/student-success/sass/university-tutoring-center/), and through online sessions (https://www.pvamu.edu/pvplace/). Other support services available for students include Supplemental Instruction, Study Break, Academic Success Workshops, and Algebra Study Jam. Location: J. B. Coleman Library, Rm. 307; Phone: 936-261-1561; Email: pvtutoring@pvamu.edu; Website: https://www.pvamu.edu/student-success/sass/university-tutoring-center/

Writing Center
The Writing Center provides well-trained peer tutors to assist students with writing assignments at any stage of the writing process. Tutors help students with various writing tasks from understanding assignments, brainstorming, drafting, revising, editing, researching, and integrating sources. Students have free access to Grammarly online writing assistance. Grammarly is an automated proofreading and plagiarism detection tool. Students must register for Grammarly by using their student email address. In addition, students have access to face-to-face and virtual tutoring services either asynchronously via email or synchronously via Zoom. Location: J. B. Coleman Library, Rm. 209; Phone: 936-261-3724; Website: https://www.pvamu.edu/student-success/writing-center/; Grammarly Registration: https://www.grammarly.com/enterprise/signup

Academic Early Alert
Academic Early Alert is a proactive system of communication and collaboration between faculty, academic advisors, and PVAMU students that is designed to support student success by promptly identifying issues and allowing for intervention. Academic Early Alerts help students by providing a central location to schedule advising appointments, view advisor contact information, and request assistance. Students who recognize that they have a problem that is negatively affecting their academic performance or ability to continue school may self-refer an Academic Early Alert. To do so, students will log in to PV Place and click on Academic Early Alert on the left sidebar. Phone: 936-261-5902; Website: https://www.pvamu.edu/student-success/early-alert/

Student Counseling Services
The Student Counseling Services unit offers a range of services and programs to assist students in maximizing their potential for success: short-term individual, couples, and group counseling, as well as crisis intervention, outreach, consultation, and referral services. The staff is licensed by the State of Texas and assists students who are dealing with academic skills
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concerns, situational crises, adjustment problems, and emotional difficulties. Information shared with the staff is treated confidentially and in accordance with Texas State Law. Location: Hobart Taylor, 2nd floor; Phone: 936-261-3564; Website: https://www.pvamu.edu/healthservices/student-counseling-services/

Office of Testing Services  
Testing Services serves to create opportunities by offering a suite of exams that aid in the students’ academic and professional success. Currently, we administer entrance (HESI A2), college readiness (TSI assessment), Prior Learning (CLEP, DSST), and proctored exams. Location: Wilhelmina Delco, 3rd Floor, Rm. 305; Phone: 936-261-3627; Email: aetesting@pvamu.edu; Website: www.pvamu.edu/testing

Office of Diagnostic Testing and Disability Services  
The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you believe you have a disability requiring an accommodation, contact the Office of Disability Services. As a federally-mandated educational support unit, the Office of Disability Services serves as the repository for confidential disability files for faculty, staff, and students. For persons with a disability, the Office develops individualized ADA letters of request for accommodations. Other services include learning style inventories, awareness workshops, accessibility pathways, webinars, computer laboratory with adapted hard and software, adapted furniture, proctoring non-standardized test administrations, ASL interpreters, ALDs, digital recorders, Livescribe, and a comprehensive referral network across campus and the broader community. Location: Hobart Taylor, Rm. 1D128; Phone: 936-261-3583; Website: https://www.pvamu.edu/disabilityservices/

Center for Instructional Innovation and Technology Services (CIITS)  
Distance Learning, also referred to as Distance Education, is the employment of alternative instructional delivery methods to extend programs and services to persons unable to attend college in the traditional manner. The Center for Instructional Innovation and Technology Services (CIITS) supports student learning through online, hybrid, web-assist, and 2-way video course delivery. For more details and contact information, visit: https://www.pvamu.edu/dlearning/distance-learning-2-2/students-2/; Phone: 936-261-3283

Veteran Affairs  
Veterans Services works with student veterans, current military and military dependents to support their transition to the college environment and continued persistence to graduation. The Office coordinates and certifies benefits for both the G.I. Bill and the Texas Hazlewood Act. Location: Evans Hall, Rm. 102; Phone: 936-261-3563; Website: https://www.pvamu.edu/sa/departments/veteranaffairs/

Office for Student Engagement  
The Office for Student Engagement delivers comprehensive programs and services designed to meet the co-curricular needs of students. The Office implements inclusive and accessible programs and services that enhance student development through exposure to and participation in diverse and relevant social, cultural, intellectual, recreational, community
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service, leadership development, and campus governance. Location: Memorial Student Center, Rm. 221; Phone: 936-261-1340; Website: https://www.pvamu.edu/studentengagement/

Career Services
Career Services supports students through professional development, career readiness, and placement and employment assistance. The Office provides one-on-one career coaching, interview preparation, resume and letter writing, and career exploration workshops and seminars. Services are provided for students at the Northwest Houston Center and College of Nursing in the Medical Center twice a month or on a requested basis. Distance Learning students are encouraged to visit the Career Services website for information regarding services provided. Location: Anderson Hall, 2nd floor; Phone: 936-261-3570; Website: https://www.pvamu.edu/careerservices/

Religious Accommodation
The Army places a high value on the rights of its Soldiers to observe tenets of their respective religions or to observe no religion at all.

The Army will approve requests for accommodation of religious practices unless accommodation will have an adverse impact on unit readiness, individual readiness, unit cohesion, morale, good order, discipline, safety, and/or health.

Requests for religious accommodation generally fall into five major areas:
- Worship practices.
- Dietary practices.
- Medical care (including immunizations).
- Wear and appearance of the uniform.
- Personal appearance and grooming practices.

For more information please refer to AR 600-20, Army Command Policy, 24 July 2020, Chapter 5, paragraph 5-6.

Concealed Carry Policy
This policy is designed to be compliant with S.B. 11 and to address the health, safety, and welfare of the campus community. The policy was written after ample consideration of input from campus constituencies regarding several factors, including the nature of the student population, specific safety considerations, and the uniqueness of the campus environment.
This policy applies to all students, faculty, staff, and visitors of the University, except for law enforcement officers commissioned by the Texas Commission on Law Enforcement. (https://www.pvamu.edu/campuscarry/)

COVID-19 Campus Safety Measures
To promote public safety and protect students, faculty, and staff during the coronavirus pandemic, PVAMU has adopted policies and practices to limit virus transmission.

- Self-monitoring - Students should follow CDC recommendations for self-monitoring. Students who have a fever or exhibit symptoms of COVID-19 should participate in class remotely and should not participate in face-to-face instruction.
• **Face Coverings** - Face coverings (cloth face covering, surgical mask, etc.) are recommended in classrooms, teaching laboratories, common spaces such as lobbies and hallways, public study spaces, libraries, academic resource, and support offices, and outdoor spaces where 6 feet of physical distancing is challenging to maintain reliably.

• **Physical Distancing** - Physical distancing should be maintained between students, instructors, and others in course and course-related activities where possible.

• **Personal Illness and Quarantine** - Students required to quarantine are to participate in courses and course-related activities remotely and must not attend face-to-face course activities. Students should notify their instructors of the quarantine requirement. Students under quarantine are expected to participate in courses and complete graded work unless they have symptoms that are too severe to participate in course activities. Students experiencing personal injury or illness that is too severe for the student to attend class qualify for an excused absence. To receive an excused absence, students must provide appropriate documentation to the Office for Student Conduct, studentconduct@pvamu.edu.

**Interim Undergraduate Grading Policy** (required for undergraduate courses)

Due to the unique and unprecedented challenges associated with the COVID-19 pandemic, the Prairie View A&M University has implemented an Interim Undergraduate Grade Policy for undergraduate grades which applies to all undergraduate students in courses offered in all sessions during spring 2021. Under this policy, students have the option of converting final assigned letter grades to P (Pass, applicable to any letter grade from A to D-) or NP (No Pass Reported COVID-19, applicable to grades of F) on their transcripts. Please visit FAQs for additional information.

**Syllabus Changes** (required for all courses)

Due to the changing nature of the COVID-19 pandemic, please note that the instructor may need to make modifications to the course syllabus and may do so at any time. Notice of such changes will be announced as quickly as possible through (specify how students will be notified of changes).

**Resources for Online Learning**

Prairie View A&M University is committed to student success, and provides information to optimize the online learning experience through our Student Services website. Please visit this website for a comprehensive set of resources, tools, and tips including: obtaining access to the internet, wireless network services, antivirus software, discounted personal software, and downloading Microsoft Office 365 at no cost.

**PVAMU Email**

Email communications related to this course will be sent to your Student Account which each Prairie View A&M University student receives. The Exchange mail server can be accessed via Outlook, which provides a single location for organizing and managing day-to-
day information, from email and calendars to contacts and task lists. Exchange email accounts can be accessed by logging into Office 365 with your PantherNet credentials or through PV Place. They can also be configured on iOS and Android mobile devices.

**Webcams**

Access to a webcam is required for students participating remotely in this course. Webcams must be turned on (*state when webcams are required to be on and the academic basis for requiring them to be on*). (*Example: Webcams must be turned on during exams to ensure the academic integrity of exam administration.*)

**Panther Code of Honor**

All members of the Prairie View A&M University community should conduct themselves in a manner appropriate for a community of scholars. All students are expected to obey the law, follow regulations and maintain absolute integrity, and a high standard of individual honor in scholastic work and personal interaction.

**PVAMU Honor Affirmation Statement**

I affirm on my honor that I will abstain from dishonesty in all scholastic work and personal interactions.

Students may be asked to sign an honor code statement as part of their submission of any graded work including but not limited to projects, quizzes, and exams: “*I understand and agree to abide by the provisions in the PVAMU Code of Honor. I understand that academic honesty is taken very seriously and, in the cases of violations, penalties may include suspension or expulsion from the Prairie View A&M University.*"

**HyFlex Courses:** This course is a HyFlex course. Some students may have a designated face-to-face spot reserved, but alternative ways to participate will also be provided. These alternatives may include (but are not limited to) attending class sessions through synchronous streaming, viewing recordings of class meetings asynchronously, participating in discussion boards, and/or completing self-directed activities. This course will have a final exam per the University schedule. As the University might be transitioning all classes and final exams given after the Winter Break to online delivery, the exam for this course will be delivered in the synchronous online format, and the specified date and time will be announced during the course. Prior to the exam, descriptive information, such as the number and types of exam questions, resources and collaborations that are allowed and disallowed in the process of completing the exam, and procedures to follow if connectivity or other resource obstacles are encountered during the exam period, may be provided.

**Alternative Assessment in Any Course Format:** An alternative assessment will be used in the place of the traditional final exam at the course conclusion. Instructions will be provided, including the date and time that the assessment materials will be released to the class and will be due, resources and collaborations that are allowed and disallowed in the process of completing the assessment, procedures to follow if connectivity or other resource obstacles are encountered during the assessment period, acceptable submission formats, and submission location.
## Course Publications

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## Leadership Lab

### Course Syllabus

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<td>U.S. Army Functional Concept for Mission Command 2020-2040</td>
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### Unit Training Management

- Unit Training Management: DEC 13 - ATN
- LG to Company Training Meetings: DEC 13 - ATN
- LG to AAR: DEC 13 - ATN
- Develop Unit METL: ATN
- Determine KCT to Train: ATN

### Additional Reading

- 16 Cases of Mission Command: 2013 - Army U Press
- Commander's Legal Handbook: 2015 - JAG
- Operational Law Handbook: 2015 - JAG
- The Armed Forces Officer: 2017 - NDU Press
- Army Profession Pamphlet: OCT 18 - CAPL

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<td>Reserve Officers Training Corps Precommissioning Training and Leadership Development: 18 JUN 19 - USACC Sharepoint</td>
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### Website Links:

- **ROTC Blackboard (Bb)** - [https://rotc.blackboard.com/](https://rotc.blackboard.com/)
- **Army Training Network (ATN)** - [https://atn.army.mil/](https://atn.army.mil/)
- **Central Army Registry (CAR)** - [https://atiam.train.army.mil/catalog](https://atiam.train.army.mil/catalog)
- **Army Publication Division (APD)** - [https://armypubs.army.mil/](https://armypubs.army.mil/)
- **United States Army Human Resources Command (HRC)** - [https://www.hrc.army.mil/](https://www.hrc.army.mil/)

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• Army One Source Website - http://www.myarmyonesource.com/default.aspx