Instructor:
Capt M. Tyler Akers
Phone: (713) 743-3704
makers2@central.uh.edu
MEMORANDUM FOR AFSC 1201/AS 100 STUDENTS

FROM: AFROTC Detachment 003

SUBJECT: Spring 2016 AS 100 Course

1. Welcome to the second part of your freshman-level Aerospace Studies class. This course continues your introduction to both the Air Force Reserve Officers Training Corps and the active duty Air Force. You will continue to learn how the Air Force is organized, how we work, and how college students like yourselves can “try out” our program to see if the Air Force is the right choice for you.

2. This syllabus is very detailed. You will have quiz and exam questions taken directly from this document! Please read it thoroughly and it will answer many of your questions. However, if you require additional information or desire clarification, please ask me.

3. Once again, welcome aboard! The future is yours and AS 100 could be your first step toward a fantastic career in the service of your nation. Leadership excellence starts here!

M. TYLER AKERS, Capt, USAF
Assistant Professor of Air Force Science
Air Force ROTC Detachment 003
ADMINISTRATION


2. **TIMELINESS.** Be in your seats on time. Punctuality and time management are essentials for Air Force Officers. Two tardies result in one unexcused absence. Unexcused absences at greater than 20% of your classes will result in automatic course failure.

3. **INSTRUCTION.** Academic classes are a combination lecture and guided discussion. At times, videotapes will supplement the instruction. Students must be thoroughly familiar with the reading assignments before class, and be willing to share knowledge and personal views with classmates.

4. **CLASS PARTICIPATION.** Students are expected to come prepared to actively participate in class discussions. Non-attribution will be in effect for all classes (i.e., discussions in class will stay in the classroom, and the views you express will not be repeated by others outside the classroom). Bottom Line: Openly share your thoughts but respect the opinions of others.

5. (Cadets Only) **COUNSELING/INTERVIEWS.** I will require each of you to meet with me at least once each semester to discuss your progress, desires, intentions, and problems (if any). I will advise you when counseling/ interviews are due via sign-up sheet. Be in uniform for the counseling session. Plan on the interview lasting approximately 15-30 minutes.

6. (Cadets Only) **MID-TERM GRADE FORM.** You are required to obtain your mid-term grades from all of your University/College Professors prior to your counseling/ interview session with me. Utilize the attached Mid-term Grade Form (one form is required for each academic class). We will use this form together to monitor your academic progress and help you achieve success. Refer your professors to me if they have any questions. If a professor is unwilling to provide this information, please let me know, and I will contact them. If there are no grades available at mid-term (i.e. no gradable items) please ask the professor to fill out the form and indicate this.

7. **PROFESSOR’S OFFICE HOURS.** If you need my assistance or wish to discuss the course, the Air Force, or another related topic, feel free to visit me. I am generally available for academic discussion on Tuesdays, Thursdays, and Fridays from 1200 to 1500. If possible, e-mail me in advance so that we can schedule a firm appointment time.

8. **POLICY ON CHEATING.** Students who violate University rules on academic honesty are subject to institutional disciplinary penalties, including the possibility of course failure and/or dismissal from the University. While you have certain rights under the University system, the Air Force operates a separate screening program for selecting future officers and will not tolerate any form of dishonesty, academic or otherwise.

9. **CLASS TIMES AND LOCATION.**
   Section 1: Monday, 08:00 – 08:50, Garrison Rm 116
   Section 2: Wednesday, 14:00-14:50, Garrison Rm 116
   Section 3: Friday, 10:00-10:50, Garrison Rm 116
STUDENT RESPONSIBILITIES.

1. CLASSROOM CONDUCT:
   a. In the military, when an officer enters or leaves the classroom, it is customary for cadets to come to attention and non-cadet students to stand.
   b. You are not required to stand or raise your hand when contributing to class discussion; however you should properly address the instructor.
   c. Address other classmates as “Cadet” or “Mr/Mrs” and their last name.
   d. Address our NCOs by their name and rank.
   e. Eating in class is not permitted. If cellular phones and/or beepers are brought into the classroom, they must be turned OFF.

(CADETS ONLY)

2. SALUTING. When outside in uniform, render a hand salute to all military officers. Salute when reporting, both in- and outside.

3. UNIFORM WEAR. Wear your uniform properly and proudly. You must maintain grooming and weight standards to wear the uniform. Civilian clothes are authorized for this class, but must be appropriate. Hats, tank tops, cut-offs, shower shoes, etc., are NOT appropriate.

4. HAZING. Hazing is not tolerated by the Air Force or the University, and is against Texas law. Do not use your cadet position/rank to take advantage of or inflict cruelty upon subordinates, including indignity, oppression, or deprivation of any right or privilege to which they are legally entitled.

5. DRUGS/ALCOHOL. No drugs. The Air Force will not tolerate use, possession, or handling of illegal drugs. This includes underage drinking and alcohol abuse. Never drive while or after drinking—and don’t ride with those who have. An alcohol related incident could cost you your commissioning opportunity—or your life. As a reminder, the legal drinking age in Texas is 21.

6. CONTRACT STANDARDS. Contract cadets should be aware of membership requirements. Briefly stated, your requirements (refer to AFROTCI 36-2011 for more detail) are as follows:
   a. Do not drop classes or change majors without first talking to the Operations Officer.
   b. You must maintain a full academic load and acceptable grades.
   c. You must pass all AS courses with a “C” or better and pass LLAB which is graded on pass/fail scale based on attendance and completing objectives.
   d. You must report all civil involvements (civil, military, or school law enforcement) within 72 hours.
   e. You must continue to meet physical fitness and weight standards.
   f. You must continue to meet medical standards—report any change in your medical status.
   g. You must continue to meet Air Force standards of appearance, leadership, self-discipline, and behavior.

These are minimum standards, and the Air Force is very competitive. You should always strive to do the best you can in all you do if you wish to compete successfully!
ATTENDANCE POLICY

1. CLASS ATTENDANCE. Proper attendance reflects a good attitude and a sense of responsibility—two key ingredients of officership and professionalism. Therefore, I expect all cadets and students to attend all AS 100 classes. Cadets must also attend Leadership Laboratories. Attendance at a minimum of 80% of scheduled classes (12) is required for a passing final grade. A record of class attendance will be maintained. If you know you will miss a class, tell me as soon as possible, but no later than two workdays prior to the absence. I will decide if the absence is excused or unexcused. Unexcused absences from class can result in a failing course grade or changes in membership status for cadets—but at minimum, will result in a reduction in your course grade. If you miss class unexcused when a quiz or exam is given or paper is due and do not turn in the assignment on time or seek a timely reschedule, you will not receive credit for the exam/assignment. (Note: The LLAB grade does not affect your classroom Air Force Science grade).

2. An absence may be excused when you are:
   a. Participating in an approved field trip or other official university activity (e.g., athletics, debate, music, theater arts, AFROTC physical, or AFOQT. NOTE: Fraternity and Sorority functions are not official university activities)
   b. Medically confined or sick, with documentation
   c. Responding to an emergency (e.g., death in the family, automobile accident)

Be sure to notify your instructor before the class absence. There are few situations when a student/cadet cannot notify the instructor before the scheduled absence. (Note: Oversleeping or studying for a test are not legitimate reasons to be excused).

3. (Cadets Only) In all cases, you are required to submit an Official Memorandum formatted in accordance with The Tongue and Quill, AFH 33-337, or the class will be automatically unexcused. If you miss a class, make sure I receive the MFR the day of your return to class. As a courtesy, even if the absence will be unexcused, you should notify me in advance. For LLAB absences route the MFR through your chain of command.

4. To schedule and get credit for a LLAB make-up, see the Operations Officer, Capt Kiebach.
GRADING POLICY

Course Grades: Your grade in this class is based on your performance.

<table>
<thead>
<tr>
<th>GRADE</th>
<th>POINTS</th>
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<tbody>
<tr>
<td>A</td>
<td>96-100%</td>
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<tr>
<td>A-</td>
<td>92-95.9%</td>
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<td>B+</td>
<td>88-91.9%</td>
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<td>B</td>
<td>84-87.9%</td>
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<td>B-</td>
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<td>C-</td>
<td>68-71.9%</td>
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<td>D</td>
<td>64-67.9%</td>
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<td>F</td>
<td>Below 64%</td>
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ASSESSMENTS

Exam 1 100
Exam 2 100
Attendance 50
Quizzes 100
Bullet Background Paper 75
Briefing Assignment 75
TOTAL 500

NOTES:

1. MIDTERM EXAM: Will be an objective test on material presented in class and all assigned readings in Foundations of the United States Air Force from the start of the semester.

2. FINAL EXAM: Will be an objective test on material presented in class and all assigned readings in Foundations of the United States Air Force from the midterm exam to the end of the semester.

3. ATTENDANCE GRADE:

   | Perfect Attendance | 50 points |
   | Only Excused Absences | 40 points |
   | 1 Unexcused Absence | 30 points |
   | 2 Unexcused Absences | 20 points |
   | 3 Unexcused Absences | 0 points |
   | 4 or more Excused or Unexcused Absence | Course Failure |

4. WRITING/BRIEFING ASSIGNMENT: Each student will prepare a Bullet Background Paper (BBP) using the format in THE TONGUE AND QUILL, AFH 33-337. Background Paper will be two to three pages in length. The topic will be chosen by student and approved by instructor by the second full week of class. In addition to the paper, each student will present a 3-5 minute informative verbal briefing. Briefings will be graded in accordance with the AFOATS Briefing Evaluation Sheet. Briefings may use power point slides; additional details will be provided in class. Any work turned in late may receive zero points.
## AFSC 1201/AS100 COURSE OUTLINE
### Spring 2016

<table>
<thead>
<tr>
<th>WEEK</th>
<th>MON</th>
<th>WED</th>
<th>FRI</th>
<th>TOPIC</th>
<th>READ THIS BEFORE CLASS</th>
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<tbody>
<tr>
<td>1 JAN</td>
<td>X</td>
<td>20</td>
<td>22</td>
<td>Welcome and Course Overview</td>
<td>Lesson 1</td>
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<td>2</td>
<td>25</td>
<td>27</td>
<td>29</td>
<td>Air Force Installations</td>
<td>Lesson 2</td>
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<td>3 FEB</td>
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<td>5</td>
<td>War and the U.S. Military Syllabus Quiz</td>
<td>Lesson 3</td>
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<td>4</td>
<td>8</td>
<td>10</td>
<td>12</td>
<td>Air Force Core Values: The Price of Admission</td>
<td>Lesson 4</td>
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<tr>
<td>5</td>
<td>15</td>
<td>17</td>
<td>19</td>
<td>Human Relations in the U.S. Air Force, Part I</td>
<td>Lesson 5</td>
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<tr>
<td>6</td>
<td>22</td>
<td>24</td>
<td>26</td>
<td>Human Relations Part II and Midterm Exam Review</td>
<td>Lesson 5</td>
</tr>
<tr>
<td>7 MAR</td>
<td>29 (Feb)</td>
<td>2</td>
<td>4</td>
<td>MIDTERM EXAM</td>
<td>Review SOBs Lessons 1-5</td>
</tr>
<tr>
<td>8</td>
<td>7</td>
<td>9</td>
<td>11</td>
<td>Briefings</td>
<td>Textbook 2, Tongue and Quill</td>
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<tr>
<td>9</td>
<td>14</td>
<td>16</td>
<td>18</td>
<td>Spring Break – NO CLASS</td>
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<tr>
<td>10</td>
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<td>23</td>
<td>25</td>
<td>Briefings</td>
<td>Textbook 2, Tongue and Quill</td>
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<td>11</td>
<td>28</td>
<td>30</td>
<td>1 (Apr)</td>
<td>Listening: The Neglected Skill</td>
<td>Lesson 6</td>
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<tr>
<td>12 APR</td>
<td>4</td>
<td>6</td>
<td>8</td>
<td>Oath of Office</td>
<td>Lesson 7</td>
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<td>13</td>
<td>11</td>
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<td>15</td>
<td>The Air Force Leader</td>
<td>Lesson 8</td>
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<td>14</td>
<td>18</td>
<td>20</td>
<td>22</td>
<td>Air Force Heritage, Part I</td>
<td>Lesson 9</td>
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<td>15</td>
<td>25</td>
<td>27</td>
<td>29</td>
<td>Air Force Heritage, Part II and Final Exam Review</td>
<td>Lesson 9</td>
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<tr>
<td>16 MAY</td>
<td>2</td>
<td>4</td>
<td>6</td>
<td>FINAL EXAM</td>
<td>Review SOBs Lessons 6-9</td>
</tr>
</tbody>
</table>

- All course materials can be found at the following link, along with the slides for previously taught lessons:
  https://drive.google.com/folderview?id=0BxB9LKYbzgY3V4UlB2OFNiazA&usp=sharing

- The specific learning objectives, i.e. “Samples Of Behavior” are where the exam questions come from. These are listed at the beginning of each weeks’ reading.
MID-TERM GRADE FORM

FROM (AFROTC Detachment) TO (Name of Instructor)

University of Houston, Det 003 Captain Akers

NAME OF CADET (Last, First, Middle Initial) SEMESTER COURSE NUMBER NAME OF COURSE

1. The cadet/student is a member of Air Force ROTC. This is a physically and academically challenging program that leads to a commission as an Air Force Officer upon completion of a Bachelor’s Degree and ROTC program requirements.

2. Please provide the information requested below so that the cadet's potential for continuing in the AFROTC program can be evaluated. Your candid assessment is critical to the cadet's success. The student has voluntarily consented to the release of official records or information, as required. Only the student, authorized school officials, AFROTC detachment personnel, or DoD agencies will have access to the information. This information will be used for official Air Force business only.

3. Because of contractual obligations, your timely response will be appreciated. The student's future could depend on your accurate appraisal of his or her performance and effort. Thank you very much for your assistance. Please call if you have questions regarding this inquiry.

RELEASE STATEMENT As an Air Force Reserve Officer Training Corps (AFROTC) cadet, I authorize release of all information concerning my academic performance as requested on this form to AFROTC personnel.

DATE SIGNATURE OF CADET

SIGNATURE OF AFROTC DETACHMENT PROFESSOR PHONE NUMBER DATE

YES NO

Did the Student:

Attend all class meetings?

Complete all assignments?

On time?

Quality:

Take all required quizzes and exams?

On time?

Prepare for class?

Participate?

Request outside help from you or your staff?

Receive the help?

Tell you he or she was having a problem?

When?

Does the student put forth a good faith effort to complete the course satisfactorily?

WHAT IS THE STUDENT'S OVERALL PERFORMANCE IN YOUR CLASS THROUGH YOUR CURRENT GRADING PERIOD?

CURRENT LETTER/PERCENTAGE GRADE? / 

WHAT WAS THE STUDENT'S ATTITUDE?

ADDITIONAL COMMENTS

TYPED OR PRINTED NAME OF PROFESSOR SIGNATURE OF PROFESSOR

AFROTC DET 003 MID-TERM GRADE FORM, 20110124, V1 PREVIOUS EDITIONS ARE OBSOLETE.