

ARMY ROTC MSL IV

Army 4423/4481

Spring 2018

Department of	Military Science	College of	Arts and Sciences
Instructor Name: LTC Reginald E. Williams Jr			
Office Location: Hobart Taylor Room 1B116			
Office Phone: (936) 261-1612			
Fax: (936) 261-1614			
Email Address: rewilliams@pvamu.edu			
Snail Mail (U.S. Postal Service) Address:		Army ROTC	
		P.O. Box	2757
		Prairie View, TX 77446	
Office Hours: M, T, F 11a – 12a; Th 11a – 1p			
Virtual Office Hours:			
Course Location: Hobart Taylor Room 100			
Class Meeting Days & Times: Tuesday and Thursday; 9:30 a.m. – 10:50 a.m. / LAB Thurs 1400-1700			
Course Abbreviation and Number: ARMY 4423			
Catalog Description:			
Prerequisites: ROTC Basic Course or LTC and ARMY 3313, 3371, 3323, 3381, 4413			
Co-requisites:			
Required Text: MS IV Leadership in a Complex World			
Recommended Text:			
Access to Learning Resources:		U.S. Army ROTC Blackboard: web: https://rotc.blackboard.com/webapps/portal/frameset.jsp PVAMU Library: phone: (936) 261-1500; web: http://www.tamu.edu/pvamu/library/ University Bookstore: phone: (936) 261-1990; web: https://www.bkstr.com/Home/10001-10734-1?demoKey=d	
Course Overview:			
<p>The MS 4423/4481 is a comprehensive overview designed to rigorously exercise those leadership and management skills acquired at the Cadet Leadership Course. Additionally it will instill in the MS IV Cadet the confidence and level of professional competence necessary to effectively function as an officer in the U.S. Army. This objective is to be achieved by integrating all MS IV level cadets into the planning and organizational phases of all Panther Army ROTC activities.</p>			
Course Objectives:			
<ol style="list-style-type: none"> 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. b. To improve students leadership skills. c. To develop communications skills through oral and written requirements. 			
Accrediting Body: U.S. Army Cadet Command			
Standards Met: As outlined and governed in Cadet Command regulations, policies, and/or Standard Operating Procedures.			
<p>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.</p>			

		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

MS 4423			MS 4481		
POINT SOURCE	MAX	%	POINT SOURCE	MAX	%
Physical Training	100	10	Battalion Staff Position	200	20
APFT Diagnostic	100	10	Lab Participation	520	52
APFT Record	100	10	FTX Participation	180	18
Assignments	300	30	Event Participation	100	10
Exams	200	20			
Class Participation	100	10			
Leadership	100	10			
Total	1000	100	Total	1000	100

Grading Criteria & Attendance

Missed Requirement	Points	Missed Requirement	Points
Unexcused BN FTX	- 80	Late Assignment (2 Days)	- 30
Unexcused Lab	- 40	Late Assignment (3 Days)	- 50
Unexcused PT (Each)	- 4	Bonus Point Limit	+ 25
Class Absence (Each)	- 25	Failure to Complete 104R	- 25
Late Assignment (1 Day)	- 15	Failure to Turn in TA-50	No Final

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:** You will be issued three 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:

- The Combined FTX will be 02-04MAR18 and the MSIV CDT Leadership will produce a written order for the exercise. Each member of the Staff will produce their own portion of the order for a grade. The completed order is due 08 FEB 18

- b. Topic: “ My first 90 days in the seat” (10 x page minimum for turn-in); due 10 APR 18
 - utilize APA format for proper citation
 - Address each lesson topic in lessons 19 through 24
 - Address highlights of NCOIC/PSG Counseling
 - Address how you will assess your formation

- c. Topic: “My Five Year Plan”. (3pg minimum, not including the power point slide); due 01 MAY18
 - utilize APA format for proper citation
 - Identify your short (3yrs)/long (5yr) term goals
 - Address your plan for mentorship
 - Address your plan for Self development, highlight all three pillars

2. **BRIEFINGS:**

a. Topic: MSIV Leadership

(1) Assessment will comprise of your formal/informal OPORD briefings to the CADRE, peers and underclassmen (MSI – MSIII). Your briefing performance will be assessed throughout the Spring Semester.

(2) Cadets will conduct a news weather and sports brief 5 and 7 minutes in duration. (Not including questions.) Cadets must not exceed the given time or fall short of the minimum time limit. This will require a well-rehearsed product.

*The news portion of the brief must discuss domestic issues (city, state or national) and international issues (the world). The briefer must provide insight to how the issue either domestically or internationally impacts the military. (ex. Hurricane Katrina, ISIS)

(3) Cadets will conduct two briefing as directed by the Professor of Military Science. The first briefing will address and assigned COCOM and be briefed as a team (two cadets). The second brief will be consist of a Battle Analysis as assigned by the PMS. The third brief will be a constructive terrain walk brief in pairs. All briefings will be assigned NLT than the second week of the semester.

(4) Cadets will conduct a ROCK Drill to the PMS the Tuesday before execution of any directed FTX.

(5) This is a 100-point requirement.

- 3. **QUIZZES:** There may be a quiz on every block of instruction. 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.

- 4. **LAB OIC BRIEFINGS:** Each cadet is responsible for planning, organizing, and conducting at least one (1) Lab from start to finish. You are responsible for preparing and conducting the scheduled training for **all MS Level classes for your Lab.** Your lab grade will be based on your planning and preparation, organization, OPORD, OPORD Briefings, as well as actual execution of the Lab. To replicate the orders process and Chain of Command used at LDAC we will brief training 24 hours, 48 hours, and 72 hours out using the WARNO, OPORD, and FRAGO format. Again, this is the same concept used at LDAC with the following changes; 24 hours out corresponds to the chain of command in place for the next weeks training (FRAGO); 48 hours out corresponds to the chain of command two weeks out (OPORD); and 72 hours corresponds to the chain of command three weeks out (WARNO). After the Lab OIC briefs his/her OPORD during the Tuesday morning Cadet Training Meeting. Once the OPORD is approved by Cadre, the Lab OIC will brief the MS III CoC in accordance with the aforementioned 24, 48, 72 hour format. The matrix below further explains this concept. As an example to highlight the concept, the matrix uses the training window from 25 Jan 11 – 3 Mar 11.

a. LABs are conducted every Thursday from 1400 – 1700 hours. Be sure to maximize all available time to execute both the Training Meeting and the actual LAB. From 1400-1500 hours the Training Meeting will be held for specific individuals that include, but not limited to the Cadet Bn Cdr, S3, and Lab OIC. The focus of these meetings is for LAB OICs to present their OPORDS and plans to the Cadre and select MS III Cadets in a 24, 48, 72 hrs format described above in the preceding bullets. Those Cadets not directly involved in the Training Meeting will attend LAB training for that day. LAB OIC will brief their OPORD to the respective MS III Chain of Command at the conclusion of the Training Meeting. The intent is to simulate a tactical orders process as will be used at LDAC. During the Fall Semester we issued OPORDs in a garrison environment. As a matter of practice, we now need to issue OPORDs in a tactical environment.

b. Additional instructions are as follows:

- 1) **At Three weeks prior** to the actual lab, you will have **completed** all Lab requirements; your OPORD (for the cadre) and WARNO (for the MS III) as well as your PowerPoint presentation that includes how you will actually conduct the lab. **Poor planning on your part does not constitute an emergency on my part.** OPORD briefings not completed at least three weeks prior to the actual lab are considered late and appropriate points will be deducted from your grade.
- 2) Obtain the requisite Memorandum of Instruction (MOI) from the Battalion S3, and S3 NCOIC as well as any MS I, II and III instructors **prior** to planning the lab or writing your OPORD.
- 3) Written products required include the written OPORD, OPORD PowerPoint slide presentation, Risk Assessment and Movement Annex (if not training at Burleson-Ware Hall) at a minimum.
- 4) As stated in bullet 'a' above, a **hard copy** of your OPORD is due to me **at the time of your** OPORD briefing at three weeks out.

5. **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.** This means that Cadets will wear their uniform to all university classes on Tuesdays, Wednesdays (MS I cadets) and Thursdays during the duty day of 0800-1700. Failure to comply will result in counseling and loss of class room attendance points for the day as well as 5pts off the leadership grade.

b. Duty uniform

- (1) Tuesday: ACU
- (2) Thursday: ACU
- (3) Thursday/Lab: ACU
- (4) FTX/LAB: ACU and TA-50 per Panther Battalion SOP or appropriate OPORD

6. **PHYSICAL TRAINING:**

a. PT is a vital part of the Military Science Program. **All Cadets are required to attend PT sessions three times a week. All MS III Cadets will attend PT four times a week, in order to maintain Army physical fitness requirements. MS IV cadets are responsible for oversight of all PT sessions and will participate in all PT sessions. Attendance is mandatory; a 4 point deduction will be leveraged for each unexcused absence! A failing APFT score will be graded as 60% regardless of the PT score on the 300 point scale.**

b. AROTC offers a comprehensive PT program designed to develop and sustain the physical standards required to meet the Army physical training program. Our PT program is conducted IAW FM 21-20 and run by the MSIV Cadet with Cadre oversight. The Army Physical Fitness Test will be given once a month and is required to be taken by all Cadets.

c. PT sessions are conducted during the following time schedule:

M-W-F	0600 – 0700 (Hobart Taylor)
Th	0600 – 0700 Ruck march or swim (if available)

7. **ATTENDANCE:** *Attendance at class, labs and PT is required. 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:*
- 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.
 - 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.**
 - You are required to attend all labs, ROTC functions, ROTC events as well as battalion training exercises and FTXs. FTX 02-04 MAR 18**
 - Attendance to the Staff Ride on 16 FEB 18 is MANDATORY**
8. **CADET STAFF and PLANNING MEETING:** will be conducted every Tuesday from 0630 – 0730 in the Hobart Taylor classroom.
9. **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.**
10. **ACCOUNTABILITY:**
- Exercise proper care and accountability of all books, equipment, and uniforms issued to you, and **return all books and equipment prior to course completion.**
 - 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 Cadets 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.
11. **CADRE/STAFF REQUIREMENTS:**
- Failure to comply with staff requirements and due out i.e. (104R submission), will result in Holds on Student Accounts

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.