MEMORANDUM FOR AS 100 STUDENTS

FROM: AFROTC DET 150/APAS

SUBJECT: AS100 Course Syllabus and Instructions for AFR 1120, “Heritage and Values of the United States Air Force”

Welcome to the second semester of the Air Force ROTC General Military Course (GMC). Whether you are here on an ROTC scholarship or just curious about a career in the military, by enrolling in this course you're a part of a unique organization. **If you're interested in being an Air Force officer, you must also be enrolled in and attend the AFR 1120L Leadership Lab (LLAB) which will classify you as an Initial Military Training (IMT) member.** IMT member status alone does not commit you to service in the Air Force. You are only committed to service if you are offered and accept a scholarship and/or contract. If you are not interested in becoming an Air Force officer, you may continue in the academic only portion of the GMC; you do not need to enroll in or attend LLAB and you will be considered a “participating” student.

This semester, class will be delivered virtually through Zoom due to COVID-19. Students will be expected to attend the live sessions and all attendance requirements will remain the same. The Zoom links will be posted in the Canvas page.

Your number one priority while participating in AFROTC is your academic performance. That being said, IMT members will also be expected to meet Air Force standards for weight/ body fat and physical fitness. AFROTC will challenge you physically and mentally to prepare you for a successful Air Force career.

Take time to review the course description, objectives, requirements and schedule detailed in the attachment. Read and adhere to this guidance now and consistently throughout the semester.

MICHAEL R. EVANS, Capt, USAF
Assistant Professor of Aerospace Studies

1 Attachment:
AS100 Syllabus
COURSE DESCRIPTION & OBJECTIVES

1. Title – AFR 1120, Heritage and Values of the United States Air Force

2. Course Description – AFR1120 is a survey course designed to introduce students to the United States Air Force and provides an overview of the basic characteristics, missions, and organization of the Air Force. Featured topics include: mission and organization of the Air Force, officership and professionalism, military customs and courtesies, Air Force officer opportunities, and an introduction to communication skills.

3. Instructor – Captain Michael R. Evans, 209 Van Fleet Hall, (352) 392-1355, micheaelevans@ufl.edu. I maintain an “open door” policy, which means you are encouraged to reach out to me with any questions or concerns. Should any circumstances arise that could affect your performance or attendance, I recommend you keep me informed to prevent an adverse impact on your academic standing and military training. I am available most weekdays between 0800 and 1600.

4. Course Objectives – You should learn or comprehend the following over the course of the semester:

   a. Know the structure and opportunities of the AFROTC.
   b. Know the Air Force organizational structure, its mission, and basic facts about leadership positions.
   c. Apply Air Force dress and appearance standards.
   d. Know the fundamental customs and courtesies practiced in the Air Force.
   e. Comprehend the concept of effective team building.
   f. Know the basic characteristics of war.
   g. Apply Air Force communication guidance for written documents and briefings.
   h. Comprehend the concepts of public relations and media interaction for Air Force Officers.
   i. Know the significant elements of Air Force entitlements.
   j. Know basic history and understanding of Air Force officership as a profession.
   k. Know the variety of career fields available to AFROTC cadets under the Air Force Specialty Code (AFSC) system.

5. Required Texts – All required texts can be accessed online through http://elearning.ufl.edu/. Readings will come from the text Air and Space Studies 100 or by the instructor in advance.

COVID-19 MITIGATION

This semester, we will be hosting all classes virtually via Zoom. Attendance requirements will stay the same. Every student is required to have audio/visual capability and first/last name displayed as your username.

CLASS REQUIREMENTS AND POLICIES
1. **Uniforms** – All cadets will wear the uniform of the day (UOD) to class on Thursdays. If for some reason class meets on a non-Thursday the UOD will not be required, but Air Force personal appearance standards must still be met in accordance with AFI 36-2903. Academic Only or Participating Students are not authorized uniform wear. **Any cadet not in uniform when required** must explain in writing the circumstances for being out of uniform using the official memorandum and will be due to me no later than the beginning of the next class period.

2. **Grading Criteria** – Grades will be determined as follows:

<table>
<thead>
<tr>
<th>Component</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Final Exam</td>
<td>25 pts</td>
</tr>
<tr>
<td>Mid Term Paper</td>
<td>25 pts</td>
</tr>
<tr>
<td>Communication Assignments</td>
<td>40 pts</td>
</tr>
<tr>
<td>Instructor: Attendance/Class Prep/Participation</td>
<td>10 pts</td>
</tr>
<tr>
<td><strong>Total Possible</strong></td>
<td><strong>100 Pts</strong></td>
</tr>
</tbody>
</table>

**UF and Santa Fe College (SFC) Grade Scale**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Range</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90-100</td>
<td>4.0 Points</td>
</tr>
<tr>
<td>B+</td>
<td>88-89</td>
<td>3.5 Points</td>
</tr>
<tr>
<td>B</td>
<td>80-87</td>
<td>3.0 Points</td>
</tr>
<tr>
<td>C+</td>
<td>78-79</td>
<td>2.5 Points</td>
</tr>
<tr>
<td>C</td>
<td>70-77</td>
<td>2.0 Points</td>
</tr>
<tr>
<td>D+</td>
<td>68-69</td>
<td>1.5 Points</td>
</tr>
<tr>
<td>D</td>
<td>60-67</td>
<td>1.0 Points</td>
</tr>
<tr>
<td>F</td>
<td>Below 60</td>
<td>0 Points</td>
</tr>
</tbody>
</table>

*All students must achieve a grade of C or better to pass AFR 1120.*

Failed AS Classes. Cadet may apply for re-entry, but the failed class(es) will have to be re-accomplished for AFROTC credit.

Incomplete. The Det/CC must approve all “Incompletes” for AS classes. “Incompletes” must not be used for unusual or unavoidable circumstances, such as an extended illness. “Incompletes” must not be used for make-up of unsatisfactory or delinquent work, or as a sanction for cadets who do not return uniforms. An “Incomplete” must be resolved NLT the end of the following term or it will constitute a failure.

Links.

a. UF Undergraduate Catalog: [https://catalog.ufl.edu/ugrad/current/pages/majors.aspx](https://catalog.ufl.edu/ugrad/current/pages/majors.aspx)

b. Current UF grading policies may be found at: [https://catalog.ufl.edu/ugrad/current/regulations/info/grades.aspx](https://catalog.ufl.edu/ugrad/current/regulations/info/grades.aspx)

c. SF Grading Policy: [http://www.sfcollege.edu/about/?section=general_academic_information](http://www.sfcollege.edu/about/?section=general_academic_information)
3. **Assignments** – There will be weekly readings/class preparation, in-class assignments, two briefs, a midterm paper and a final exam. Questions will be derived from the lesson objectives and reflected in both class assignments, readings, and lectures.

**Communication Studies.** Total Points: 40
- **Discussion Post (10 pts):**
- **Official Email (15 pts): ~100-150 words; see class site for more instructions**
- **Briefing (15 pts): 1-2 Minutes**

**Mid-Term Paper:** Total Points: 25 pts
Instructions: You will be required to write a 3-5 page paper in lieu of a mid-term exam. The prompt for the paper will be provided after the start of the semester. Students are required to utilize MLA format, double spaced, 12 font, Times New Roman. A grading criteria will be provided along with the prompt.

**Final Exam:** Total Points: 25 pts
Instructions: The Final Exam will be administered through Canvas. It will be worth 25 points. Members’ grade will be determined based on whether they answer the questions correctly. Any questions not answered will be counted as an incorrect answer.

**Instructor Points.** Total Points: 10
These points will be based on attendance, evidence of preparation (i.e., being able to answer questions about the readings, take home assignments, etc.), and overall participation. Each unexcused absences will result in a **2-point deduction each** from your instructor points.

4. **Class Leader** – I will appoint a class leader at the beginning of the term. The class leader will be responsible (duties may be delegated, but the class leader remains fully responsible for accomplishment) for the following:
   - Collecting assignments due prior to class start
   - Calling the classroom to attention
   - Attendance
   - Room care
   - Other activities assigned by the instructor

5. **Attendance** – I expect you to attend my class and to be on time. All students (cadets and academic-only) must attend at least 80 percent of scheduled class sessions or instructor approved substitute activities to pass the course. This equates to **NO MORE than 2 unexcused absences during the semester.** The attendance requirement is mandatory and is not flexible.

It is professional courtesy to coordinate with me ahead of time if you are going to miss a class. If you miss a class you must contact me within two days with documentation to determine if the absence is excused. Requirements for class attendance, make-up exams, assignments and other work in this course are consistent with university policies that can be found at [https://catalog.ufl.edu/ugrad/current/regulations/info/attendance.aspx](https://catalog.ufl.edu/ugrad/current/regulations/info/attendance.aspx). Poor time management does not warrant an excused absence.
If you decide to drop, withdraw, or not meet the attendance requirements stated above, it is your responsibility to ensure you are administratively dropped by your registrar. If you do not meet attendance requirements and are still formally enrolled at the end of the semester in this class and/or the corresponding leadership lab, you will be awarded a failing grade.

6. Class Comportment – The atmosphere will be professional, but intellectually permissive. You are expected to be in the classroom and ready to start on time. The classroom will be called to attention when Cadre enter and exit. Clear your desk of anything not needed for class. Snack foods and drinks are permitted in the classroom. This is a privilege that can be rescinded if abused. Ensure the room is clean before you leave the area. Cell phones use is not allowed during class, silence all electronics.

7. Students with disabilities – Students requesting classroom accommodation must first register with the Disability Resource Center (352-392-8565, www.dso.ufl.edu/drc.) by providing appropriate documentation. Once registered, students will receive an accommodation letter which must be presented to the instructor when requesting accommodation. Students with disabilities should follow this procedure as early as possible in the semester.

8. Makeup Work/Exams – Only in unusual or unavoidable circumstances will makeup work/exams be offered. These will be handled on a case-by-case basis and MUST be coordinated ahead of time or immediately upon return to school. If you miss a class you are responsible to contact the instructor for missed work/assignments and work with the class leader for class notes.

9. Class Dates and Times – AFR1120 will be taught on Wednesday and Thursday from 0935-1025. There are two dates listed for all assignments and lessons in this syllabus. The date of your class is the corresponding due date for your exams, assignments, readings (i.e. if you have class on Wednesday, you cannot turn in an assignment for full credit on Thursday). A penalty will be assessed for any late assignment with 5-percentage points taken off for each day late, assignments are due at the start of class. If you need to attend the other session of class, please coordinate with the instructor ahead of time.

10. Academic Freedom – The free exchange of opinions and ideas is essential to the educational process and, to the greatest extent possible, faculty, students, and staffs are encouraged to speak and write freely. “Statements, disagreements, and other comments made by individuals or groups in the educational forum are safeguarded through the practice of non-attribution” (AUI 36-2608, para. 2.4.). Due to our military profession, there are some limitation to our academic freedom. This subject will be briefed in detail at the beginning of the semester; if you have any questions see your instructor as soon as possible.

11. Integrity – Intentionally passing off someone else’s work as your own (plagiarism) or gaining unfair advantage during exams (cheating) is not consistent with the integrity we expect of officer candidates. Confirmed plagiarism or cheating will result in an E for the course and, if applicable, investigation for disenrollment from AFROTC.
12. **Academic Honesty Statement** – UF students are bound by The Honor Pledge which states, “We the members of the University of Florida community pledge to hold ourselves and our peers to the highest standards of honor and integrity by abiding by the Honor Code. On all work submitted for credit by students at the University of Florida, the following pledge is either required or implied: “On my honor, I have neither given nor received unauthorized aid in doing this assignment.” The Honor Code ([https://www.dso.ufl.edu/sccr/process/student-conduct-honor-code/](https://www.dso.ufl.edu/sccr/process/student-conduct-honor-code/)) specifies a number of behaviors that are in violation of this code and the possible sanctions. Furthermore, you are obligated to report any condition that facilitates academic misconduct to appropriate personnel. If you have any questions or concerns, please consult with the instructor.

An academic honesty offense is defined as the act of lying, cheating, or stealing academic information so that one gains academic advantage. As a University of Florida student, one is expected to neither commit nor assist another in committing an academic honesty violation. Additionally, it is the student's duty to report observed academic honesty violations. The following actions are examples of violations of the Academic Honesty Guidelines:

**Cheating.** The improper taking or tendering of any information or material which shall be used to determine academic credit. Taking of information includes, but is not limited to, copying graded homework assignments from another student; working together with another individual(s) on a take-home test or homework when not specifically permitted by the teacher; looking or attempting to look at another student's paper during an examination; looking or attempting to look at text or notes during an examination when not permitted. Tendering of information includes, but is not limited to, giving your work to another student to be used or copied; giving someone answers to exam questions either when the exam is being given or after taking an exam; giving or selling a term paper or other written materials to another student; sharing information on a graded assignment.

**Plagiarism.** The attempt to represent the work of another as the product of one's own thought, whether the other's work is published or unpublished, or simply the work of a fellow student. Plagiarism includes, but is not limited to, quoting oral or written materials without citation on an exam, term paper, homework, or other written materials or oral presentations for an academic requirement; submitting a paper which was purchased from a term paper service as your own work; submitting anyone else's paper as your own work.

**Bribery.** The offering, giving, receiving, or soliciting any materials, items or services of value to gain academic advantage for yourself or another.

**Misrepresentation.** Any act or omission with intent to deceive a teacher for academic advantage. Misrepresentation includes using computer programs generated by another and handing it in as your own work unless expressly allowed by the teacher; lying to a teacher to increase your grade; lying or misrepresenting facts when confronted with an allegation of academic honesty.

**Conspiracy.** The planning or acting with one or more persons to commit any form of academic dishonesty.
Fabrication. The use of invented or fabricated information, or the falsification of research or other findings with the intent to deceive for academic or professional advantage.” (Taken from www.ufl.edu)

13. Online Course Evaluation. Students are expected to provide feedback on the quality of instruction in this course by completing online evaluations at https://evaluations.ufl.edu. Evaluations are typically open during the last two or three weeks of the semester, but students will be given specific times when they are open. Summary results of these assessments are available to students at https://evaluations.ufl.edu/results/.
AS 100 Syllabus – Spring 2021

AS100 CLASS SCHEDULE & REQUIRED READINGS

Required readings are to be completed BEFORE class and are from *Air and Space Studies 100*. All required materials can be found on the course page in Canvas (http://elearning.ufl.edu/).

<table>
<thead>
<tr>
<th>Week</th>
<th>Date</th>
<th>Lesson</th>
<th>Topic</th>
<th>Required Reading/Class Prep/Assign</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>13-14 Jan</td>
<td>1</td>
<td>Welcome, Course Overview &amp; Admin</td>
<td>Lesson 1</td>
</tr>
<tr>
<td>2</td>
<td>20-21 Jan</td>
<td>2</td>
<td>What is War?</td>
<td>Lesson 2</td>
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<tr>
<td>3</td>
<td>27-28 Jan</td>
<td>3</td>
<td>Principles of War</td>
<td>Lesson 3</td>
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<tr>
<td>4</td>
<td>3-4 Feb</td>
<td>4</td>
<td>What AF brings to the Fight</td>
<td>Lesson 4 Discussion due, 0935 3 Apr</td>
</tr>
<tr>
<td>5</td>
<td>10-11 Feb</td>
<td>5</td>
<td>Evolution of the Air Force</td>
<td>Lesson 5</td>
</tr>
<tr>
<td>6</td>
<td>17-18 Feb</td>
<td>6</td>
<td>Department of the Air Force</td>
<td>Lesson 6</td>
</tr>
<tr>
<td>7</td>
<td>24-25 Feb</td>
<td>7</td>
<td>Briefings</td>
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<td></td>
<td></td>
<td><strong>MIDTERM PAPER (Canvas)</strong></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>3-4 Mar</td>
<td>8</td>
<td>Briefings</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>10-11 Mar</td>
<td>9</td>
<td>USAF MAJCOMS</td>
<td>Lesson 7</td>
</tr>
<tr>
<td>10</td>
<td>17-18 Mar</td>
<td>10</td>
<td>Social Media</td>
<td>Lesson 8</td>
</tr>
<tr>
<td>11</td>
<td>24-25 Mar</td>
<td>11</td>
<td>Ethical Decision Making</td>
<td>Lesson 9</td>
</tr>
<tr>
<td>12</td>
<td>31 Mar – 1 Apr</td>
<td>12</td>
<td>Constitution and the Military</td>
<td>Lesson 10</td>
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<td></td>
<td>6-7 Apr</td>
<td></td>
<td><strong>Final Exam Review</strong></td>
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<tr>
<td></td>
<td>13-14 Apr</td>
<td></td>
<td><strong>NO CLASS - FINAL EXAM</strong></td>
<td>(Canvas, due 1159 16 Apr)</td>
</tr>
</tbody>
</table>

*Review the AFH 33-337 *Tongue & Quill* July 16 Edition