MEMORANDUM FOR AS100 STUDENTS

FROM: AFROTC DET 150/APAS

SUBJECT: AS100 Course Syllabus and Instructions for AFR 1101, “The Air Force Today”

Welcome to the first 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 1101L 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 (not a cadet).

Your number one priority while participating in AFROTC is your academic performance. To be clear, for all cadets, your AFROTC requirements ARE part of your academic performance. In addition to the Aerospace Studies class, AFROTC requirements includes meeting Practical Military Training (PMT) objectives. PMT consists of 2 hours of LLAB, 2 hours of physical training (PT), and 1 hour of Military Academics (MA) each week; FTP only applies to applicable cadets. Additionally, per AFROTCI 36-2011, volume 3, we have a max of 6 hours of PMT per week (more can be approved by the Det commander on a case-by-case basis) to incorporate additional PT, re-accomplish missed LLAB objectives, or to perform Cadet Wing duties (this list is not all-inclusive). Additional activities through Billy Mitchell Drill Team, Arnold Air Society, or the Avigator Booster Club are not a mandatory part of the AFROTC program, and will not be taken into account when evaluating your performance in the AFROTC program.

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.

DWIGHT A. PATTERSON, Capt, USAF
Assistant Professor of Aerospace Studies

1 Attachment:
AS100 Syllabus
COURSE DESCRIPTION & OBJECTIVES

1. Title – AFR 1101, The Air Force Today

2. Course Description – AFR1101 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, offiership and professionalism, military customs and courtesies, Air Force officer opportunities, and an introduction to communication skills.

3. Instructor – Captain Dwight A. Patterson, 211 Van Fleet Hall (3rd Floor Rm 207), (352) 294-0745, dpatterson2@ufl.edu. I encourage you to reach out to me with any questions or concerns. Should any circumstances arise that could affect your performance or attendance, you are required to keep me informed to prevent an adverse impact on your academic standing and military training. I am available for walk-in meetings most weekdays between 0900 and 1300; please schedule an appointment for anything outside of these hours.

4. Course Objectives – You should learn or comprehend the following over the course of the semester:
   
a. Know the structure and opportunities at Air Force Reserve Officer Training Corps (AFROTC).
b. Comprehend the Air Force Core Values and their importance to Airmen and Guardians.
c. Know how air power developments helped create the US Air Force.
d. Know Department of the Air Force dress and appearance standards.
e. Know the fundamental customs and courtesies practiced in the Department of the Air Force (DAF).
f. Apply basic guidelines for writing official Department of the Air Force (DAF) papers.
g. Apply The Tongue & Quill (T&Q) guidance to develop and deliver a professional military briefing.
h. Know the variety of career fields available to AFROTC students under the Air Force Specialty Code (AFSC) system.
i. Know the monetary benefits of service for Airmen and Guardians in the Department of the Air Force (DAF).

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. Written assignment guidance can be found in AFH 33-337, The Tongue and Quill.

CLASS REQUIREMENTS AND POLICIES

1. Uniforms – All cadets will wear the uniform of the day (UOD) to class on Wednesdays or Thursdays; this requirement includes the New Cadet Uniform (NCU – Khakis and Polos) until official uniforms are issued. Air Force personal appearance standards must 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:

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<table>
<thead>
<tr>
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<tbody>
<tr>
<td>10 Quizzes</td>
<td>80 pts</td>
</tr>
<tr>
<td>Form 48</td>
<td>10 pts</td>
</tr>
<tr>
<td>Instructor: Attendance/Class Prep/Participation</td>
<td>10 pts</td>
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<tr>
<td><strong>Total Possible</strong></td>
<td><strong>100 Pts</strong></td>
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<table>
<thead>
<tr>
<th>Grade Scale</th>
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<tbody>
<tr>
<td><strong>A</strong></td>
<td>90-100</td>
</tr>
<tr>
<td><strong>B</strong></td>
<td>80-889</td>
</tr>
<tr>
<td><strong>C</strong></td>
<td>70-79</td>
</tr>
<tr>
<td><strong>D</strong></td>
<td>60-69</td>
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<tr>
<td><strong>F</strong></td>
<td>Below 60</td>
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<td></td>
<td>0 Points</td>
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*All students must achieve a grade of C or better to pass AFR 1101.*

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

Incompletes. 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/](https://catalog.ufl.edu/)
b. Current UF grading policies may be found at: [https://catalog.ufl.edu/UGRD/academic-regulations/grades-grading-policies/](https://catalog.ufl.edu/UGRD/academic-regulations/grades-grading-policies/)
c. SF Grading Policy: [https://www.sfcollege.edu/registrar/grading-policy/index](https://www.sfcollege.edu/registrar/grading-policy/index)

3. Assignments – There will be 10 online quizzes. Quizzes are due 0930 on the day of class. You have 2 attempts per quiz and the highest score will be accepted. All quizzes are open notes. Form 48’s are due 29-30 Nov (respective to your class).

4. 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, etc.), and overall participation. Each unexcused absence will result in a 2-point deduction each from your instructor points.

5. 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.

6. Class Leader – I will appoint a class leader. This position may rotate periodically throughout the
semester. The class leader will be responsible for the following (duties may be delegated, but the
class leader remains fully responsible for accomplishment):

   a. Calling the classroom to attention
   b. Attendance
   c. Room care
   d. Scheduling term counseling slots
   e. Other activities assigned by the instructor

7. 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.

Poor time management does not warrant an excused absence. 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

*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.*

8. 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.

9. Class Dates and Times – AFR1101 will be taught on Wednesday and Thursday from 0935-1025
(period 3). 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 quizzes, readings (i.e. if you have class on
Wednesday, you cannot turn in an assignment for full credit on Thursday). If you need to attend the
other session of class, please coordinate with the instructor ahead of time.

10. Students with disabilities – Students requesting classroom accommodation must first register
with the Disability Resource Center (352) 392-8565, [https://disability.ufl.edu](https://disability.ufl.edu) 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.

11. **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 limitations 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.

12. **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.

13. **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 honesty and integrity by abiding by Student 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://sccr.dso.ufl.edu/policies/student-honor-code-student-conduct-code/](https://sccr.dso.ufl.edu/policies/student-honor-code-student-conduct-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.

14. **Course Feedback.** Students are expected to provide feedback on the quality of instruction in this course by completing online evaluations at [https://evaluations.ufl.edu](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/](https://evaluations.ufl.edu/results/).

15. **Term Counseling:** All AFROTC students are required to complete a term counseling with their AS Instructor each semester. Please work with your class leader to sign up for your term counseling as soon as possible. **I expect that all counselings will be complete prior to 9 November 2023.**
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/).

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<thead>
<tr>
<th>Date</th>
<th>Lesson</th>
<th>Topic</th>
<th>Required Reading/Class Prep/Assign</th>
</tr>
</thead>
<tbody>
<tr>
<td>23-24 Aug</td>
<td>1</td>
<td>Welcome, Course Overview &amp; Admin <strong>Introductions</strong></td>
<td>Lesson 1</td>
</tr>
<tr>
<td>30-31 Aug</td>
<td>2</td>
<td>Introduction to AFROTC</td>
<td>Lesson 2 <em>Quiz</em></td>
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<tr>
<td>6-7 Sep</td>
<td>6</td>
<td>Customs and Courtesies</td>
<td>Lesson 6 <em>Quiz</em></td>
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<tr>
<td>13-14 Sep</td>
<td>7</td>
<td>Dress and Appearance</td>
<td>Lesson 7 <em>Quiz</em></td>
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<td>20-21 Sep</td>
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<td>NO CLASS</td>
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<tr>
<td>27-28 Sep</td>
<td>3</td>
<td>Core Values</td>
<td>Lesson 3 <em>Quiz</em></td>
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<td>4-5 Oct</td>
<td>9</td>
<td>Formation of the Air Force</td>
<td>Lesson 9 <em>Quiz</em></td>
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<tr>
<td>11-12 Oct</td>
<td>10</td>
<td>Evolution of DAF</td>
<td>Lesson 10 <em>Quiz</em></td>
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<td>18-19 Oct</td>
<td>11</td>
<td>Department of the AF</td>
<td>Lesson 11 <em>Quiz</em></td>
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<td>25-67 Oct</td>
<td>8</td>
<td>Benefits of Service</td>
<td>Lesson 8 <em>Quiz</em></td>
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<td>1-2 Nov</td>
<td>4</td>
<td>DAF Leadership Development</td>
<td>Lesson 4 <em>Quiz</em></td>
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<td>8-9 Nov</td>
<td>5</td>
<td>Intro to Leadership</td>
<td>Lesson 5 <em>Quiz</em></td>
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<td>15-16 Nov</td>
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<td>NO CLASS</td>
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<tr>
<td>22-26 Nov</td>
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<td>NO CLASS - THANKSGIVING</td>
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<td>29-30 Nov</td>
<td>12</td>
<td>Heritage Series</td>
<td>Lesson 12 <em>Form 48s Due</em></td>
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<tr>
<td>6-7 Dec</td>
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<td>NO CLASS – READING DAYS (8-9 DEC)</td>
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<tr>
<td>13-14 Dec</td>
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<td>NO CLASS/EXAM WEEK</td>
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