



DEPARTMENT OF THE AIR FORCE  
AIR UNIVERSITY (AETC)

17 August 2022

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 Field Training Prep (FTP) 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



# AS 100 Syllabus – Fall 2022

---

## 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, officership 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, (352) 294-0745, [dpatterson2@ufl.edu](mailto: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



# AS 100 Syllabus – Fall 2022

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:

Introductory Impromptu Briefing	5 pts
Impromptu Briefing	15 pts
Impromptu Briefing	15 pts
“Why I joined AFROTC” Memorandum for Record (MFR)	10 pts
“Your Biggest Character Flaw” MFR	10 pts
“Topic TBD” MFR	10 pts
DAF Career Field Talking Paper	25 pts
Instructor: Attendance/Class Prep/Participation	10 pts
<b>Total Possible</b>	<b>100 Pts</b>

Grade Scale		
<b>A</b>	<b>90-100</b>	<b>4.0 Points</b>
<b>B</b>	<b>80-889</b>	<b>3.0 Points</b>
<b>C</b>	<b>70-79</b>	<b>2.0 Points</b>
<b>D</b>	<b>60-69</b>	<b>1.0 Points</b>
<b>F</b>	<b>Below 60</b>	<b>0 Points</b>

*\*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.

- UF Undergraduate Catalog: <https://catalog.ufl.edu/>
- Current UF grading policies may be found at:  
<https://catalog.ufl.edu/ugrad/current/regulations/info/grades.aspx>
- SF Grading Policy: <https://www.sfcollege.edu/registrar/grading-policy/index>

## 3. Assignments – There will be three briefings, three MFR’s, and one talking paper. Due dates are listed on the class schedule.

The career field talking papers are due by 0935 on the date notated in the class schedule. I will assess a penalty for all late assignments. Any assignment not provided on the specified date will



# AS 100 Syllabus – Fall 2022

be penalized 5 points for each day late. Each day late is defined as a 24-hour period beginning at 0936 on the first day and ending at 0935 on the following day. Weekend days will be included in the calculation of late penalties. Written assignments will be completed in accordance with AFH 33-337, *The Tongue and Quill*.

#### **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 briefing slots
- e. Scheduling briefing feedback slots
- f. 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 <https://catalog.ufl.edu/ugrad/current/regulations/info/attendance.aspx>.

***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



# AS 100 Syllabus – Fall 2022

---

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 assignments, 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>, 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/>) 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>. 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



# AS 100 Syllabus – Fall 2022

---

<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 10 November 2022.**



# AS 100 Syllabus – Fall 2022

## 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/>).

Date	Lesson	Topic	Required Reading/ Class Prep/Assign
24-25 Aug	1	Welcome, Course Overview & Admin <b>***Introductory Impromptu Briefing***</b>	Lesson 1
31 Aug-1 Sep	2	Introduction to AFROTC	Lesson 2
7-8 Sep	6/7	Customs and Courtesies/Writing Overview	Lesson 6/Lesson 7
14-15 Sep	5	Dress and Appearance	Lesson 5 <b>***"Why I Joined AFROTC" MFR due, 0935 ***</b>
21-22 Sep	8	Speaking Overview	Lesson 8
28-29 Sep	--	<b>Impromptu Briefing 1</b>	<b>***"Your Biggest Character Flaw" MFR due, 0935***</b>
5-6 Oct	--	<b>Impromptu Briefing 1 cont'd</b>	---
12-13 Oct	4	Formation of the Air Force	Lesson 4
19-20 Oct	9	Career Field Briefings <b>***Impromptu Briefing 2***</b>	Lesson 9 <b>***Talking Papers due, 0935***</b>
26-27 Oct	9	Career Field Briefings, <b>***Impromptu Briefing 2***</b> cont'd	Lesson 9
2-3 Nov	10	Benefits of Service	Lesson 10 <b>***"Topic TBD" MFR due, 0935***</b>
9-10 Nov	3	Air Force Core Values	Lesson 3
16-17 Nov	11	Intro to Leadership	Lesson 11
23-27 Nov	--	NO CLASS - THANKSGIVING	---
30 Nov-1 Dec	12	Heritage Series	Lesson 12
7-8 Dec	--	NO CLASS – READING DAYS (8-9 DEC)	---



# AS 100 Syllabus – Fall 2022

---

14-15 Dec	--	NO CLASS/EXAM WEEK	---
-----------	----	--------------------	-----