



**DEPARTMENT OF THE AIR FORCE
AIR UNIVERSITY (AETC)**

21 August 2025

MEMORANDUM FOR AS100 STUDENTS

FROM: AFROTC DET 150/APAS

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

1. 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 a Basic Cadet (BC) member.** 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). Attending this class 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. Please keep Cadre updated if your academic plans change during the semester.
2. Overall academic performance is a priority in this program. All cadets are required to maintain a 2.0 as non-contracted cadet, and a 2.5 GPA if you are a contracted cadet. In addition to the Aerospace Studies class, AFROTC requirements include 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. 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.
3. 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. If you have any questions, reach out on teams or email me at Emily.vila@ufl.edu, or stop by my office. Let us have an amazing semester and hopefully a great start to your future career!

EMILY R. VILA, Capt, USAF
Assistant Professor of Aerospace Studies

Attachment:
AS 100 Syllabus – Fall 2025



AS 100 Syllabus – Fall 2025

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 Emily R. Vila, 211 Van Fleet Hall (3rd Floor Rm 207), (352) 294-0745, Emily.vila@ufl.edu. Please reach out to me with any questions or concerns at any time! 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 days and times 0900-1500 around class hours, however, I recommend scheduling an appointment to ensure we have the time you need.

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

- a. Know the course material to be covered, course requirements to be met, and opportunities and benefits available to students.
- b. Know the structure and opportunities at Air Force Reserve Officers' Training Corps (AFROTC). Comprehend the Air Force Core Values and their importance to Airmen and Guardians.
- c. Understand the USAF and USSF Core Values and their importance to Airmen and Guardians.
- d. Understand the leadership development framework of Air Force Reserve Officer Training Corps (AFROTC) and Officer Training School (OTS).
- e. Value leadership in the operation and success of any organization.
- f. Know the monetary benefits of service for Airmen and Guardians in the Department of the Air Force (DAF).
- g. Know how airpower developments helped create the Department of the Air Force (DAF).
- h. Know the evolution of the Department of the Air Force (DAF) and its increasing role of aerial operations from the Wright Brothers to today's DAF.
- i. Know the DAF organizational structures, their missions, and leadership positions.
- j. Know and value the true essence of being a member of the Profession of Arms; personal adherence to the USAF and USSF Core Values, the Oath of Office, the Code of Conduct, and the Airman's Creed.

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*.



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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:

2x Assignments (Paper and Brief)	40 pts
Attendance	20 pts
Mid-term & Final Form 48 & Cadet Feedback	10 pts
Class Participation	10 pts
Field Trip Attendance	10 pts
Course Feedback Prompt	10 pts
Total Possible	100 Pts

Grade Scale		
A	90-100	4.0 Points
B	80-89	3.0 Points
C	70-79	2.0 Points
D	60-69	1.0 Points
F	Below 60	0 Points

**All students must achieve a grade of C or better to pass AFR 1101.*

- a. **Failed AS Classes:** Cadet may apply for re-entry, but the failed class(es) will have to be re-accomplished for AFROTC credit.
- b. **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.
- a. **Links.**
 - a. UF Undergraduate Catalog: <https://catalog.ufl.edu/>
 - b. Current UF grading policies may be found at: <https://catalog.ufl.edu/UGRD/academic-regulations/grades-grading-policies/>
 - c. Academic policies and campus resources can be found at: <https://go.ufl.edu/syllabuspolices>
 - d. SF Grading Policy: <https://www.sfcollege.edu/registrar/grading-policy/index>

3. Assignments: Total points: 40

1. **Paper (20 pts):** There will be one paper, no more than 1 page (excluding cover page and citations). This will be a clear and concise paper in APA (or your relevant citation style per your degree). This will be written about a USAF War Hero, I will assign/divvy up from the following list: Major General Michael Collins, General George Day, General Jimmy



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Doolittle, Major Troy Gilbert, General Curtis LeMay, General Billy Mitchell, General Robin Olds, Brigadier General James Risner, General Bernard Schriever, or General James VanFleet. Paper is due the first day of briefs.

2. **Brief (20 pts):** Students will be required to give a 3-5 minute brief on their assigned USAF War Hero that their paper was written about. This will happen over 2 class periods and students will be assigned their briefing day ahead of time.

4. **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 for contacting the instructor for missed work/assignments and work with the class leader for class notes.

5. **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 mid and final form 48 review and feedback counseling slots
- e. Other activities assigned by the instructor

6. **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. Each unexcused absence will result in a **2-point deduction each** from your instructor points.

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. Let me know if you are a commuting student or have a tight schedule and I will work with you. 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, 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.

7. **Class Professional Conduct / Military Bearing** – The atmosphere will be professional, but intellectually permissive. **This is a learning environment, perfection is not expected. You are also learning to be a military member, and we will practice military conduct to our best ability as we grow over the next few years. Respect and common courtesy are a must.** 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. Light snack foods and drinks are permitted in the classroom. This is a privilege that can be rescinded if abused; ensure the room is clean, and free of crumbs and trash before you leave the area. Cell phones use is not allowed during class, silence all electronics unless prior coordination with me.



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8. Class Dates and Times – AFR1101 will be taught on Wednesday and Thursday from 0935-1025. If you need to attend the other session of class due to a scheduling conflict, please coordinate with the instructor ahead of time.

9. 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.

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 limitations to our academic freedom. This subject will be briefed in detail at the beginning of the semester.

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.

Generative AI Usage –

AI, such as Chat GPT, Co-Pilot, Gemini etc., can be a great tool in the academic environment when used appropriately for generating ideas, interpreting, editing, and outlining. I will not tolerate a copy and paste response prompt from an AI source for your assignment paper. Our policy mirrors UF’s Academic Integrity standards. Keep in mind, citations may be required when using AI. Read more about it here: <https://ai.ufl.edu/for-our-students/guidance-for-students/>

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 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.

13. 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 <https://evaluations.ufl.edu/results/>.

14. Term Counseling: All AFROTC students are required to complete a mid and end-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 mid counselings will be complete prior to 20 November 2025.**



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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
21 Aug (Thurs Only)		Optional Class Day – Open Forum / Backup Day for Missed Orientation	Bring in Required Docs (as needed)
27-28 Aug	1	Welcome, Course Overview & Admin Introductions	Lesson 1 (cntd)
3-4 Sep	2	Introduction to AFROTC	Lesson 2
10-11 Sep	3	USAF and USSF Core Values	Lesson 3
17-18 Sep	4	DAF Leadership Development	Lesson 4
24-25 Sep	5	Introduction to Leadership	Lesson 5
1-2 Oct	6	Benefits of Service	Lesson 6
8-9 Oct	7	Formation of the DAF	Lesson 7
15-16 Oct	8	Evolution of the DAF (Part 1)	Lesson 8
22-23 Oct	8	Evolution of the DAF (Part 2)	Lesson 8
29-30 Oct	9	Department of the Air Force	Lesson 9
5-6 Nov	10	DAF Heritage Series / Fieldtrip to Veteran's Park	Assigned USAF War Hero for Paper/Brief
12-13 Nov	10	Day 1 of Briefs on War Heros	*Paper Due*
19-20 Nov	10	Day 2 Briefs on War Heros	*Form 48s Due*
26-27 Nov	--	NO CLASS - THANKSGIVING	
3 Dec (Wed Only)	--	Optional Class Day – Open Forum	Come with any USAF Related Questions
4 Dec	--	NO CLASS - READING DAYS	*End of Course Feedback Prompt due*
10-11 Dec	--	NO CLASS - EXAM WEEK	---