MEMORANDUM FOR AS100 STUDENTS

FROM: AFROTC DET 150/APAS

SUBJECT: AS100 Course Syllabus and Instructions for AFR 1120, “The Air Force Today”

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 (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, this includes meeting Practical Military Training (PMT) objectives. Currently, Det 150’s PMT includes 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.

RICH.THOMAS.BICKFORD.125
4143
THOMAS B. RICH, Capt, USAF
Assistant Professor of Aerospace Studies
COURSE DESCRIPTION & OBJECTIVES

1. Title – AFR 1120, The Air Force Today

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 Thomas B. Rich. 211 Van Fleet Hall, (352) 392-1355, thomas.rich@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 1200; 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. Understand basic warfare as it pertains to the US military.
   b. Remember the importance of proper social media interactions for members of the Department of the Air Force (DAF).
   c. Remember the evolution of the Air Force and its significance from the Wright Brothers to today’s Air Force (AF).
   d. Understand how the principles of war and tenets of airpower contribute to warfare.
   e. Remember the Air Force and Space Force organizational structures, their missions, and leadership positions in each service.
   f. Remember the levels of Air Force Doctrine and the types of operations providing airpower to the United States.
   g. State the mission of ACC, AMC, AETC, AFMC, AFSOC, AFRC, PACAF, USAFE-AFAFRICA, and AFGSC.

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. 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). If you need to attend the other session of class, please coordinate with the instructor ahead of time.
2. **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. 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 3 calendar days with documentation (verification of visit, excuse note, etc.) 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.*

3. **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 work with the class leader for notes and to contact the instructor for missed work/assignments. Makeup work/exams will not be assigned after 7 calendar days from the missed class (the beginning of the next scheduled class session).

4. **Uniforms** – All cadets will wear the uniform of the day (UOD) to class on Wednesdays or Thursdays; this requirement includes the New Cadet Uniform (Khakis and Polos) until official uniforms are issued. Air Force personal appearance standards must be met in accordance with DAFI 36-2903. Any cadet not in uniform when required must explain in writing the circumstances for being out of uniform by using the official memorandum, which will be due to me via email within 3 calendar days of the occurrence. Academic Only or “Participating” Students are not authorized uniform wear, but should still maintain Khaki and Polo attire.

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

<table>
<thead>
<tr>
<th></th>
<th>Pts</th>
</tr>
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<tbody>
<tr>
<td>Final Exam</td>
<td>30</td>
</tr>
<tr>
<td>Communication Assignments</td>
<td>70</td>
</tr>
<tr>
<td><strong>Total Possible</strong></td>
<td><strong>100</strong></td>
</tr>
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**Grade Scale**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Score</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90-100</td>
<td>4.0</td>
</tr>
<tr>
<td>B</td>
<td>80-89</td>
<td>3.0</td>
</tr>
<tr>
<td>C</td>
<td>70-79</td>
<td>2.0</td>
</tr>
<tr>
<td>D</td>
<td>60-69</td>
<td>1.0</td>
</tr>
<tr>
<td>F</td>
<td>Below 60</td>
<td>0</td>
</tr>
</tbody>
</table>

*All students must achieve a grade of C or better to pass AFR 1120.*
Failed AS Classes. Cadets 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/
   b. Current UF grading policies may be found at: https://catalog.ufl.edu/ugrad/current/regulations/info/grades.aspx
   c. SF Grading Policy: https://www.sfcollege.edu/registrar/grading-policy/index

6. Assignments – There will be weekly readings/class preparation, in-class assignments, communications studies assignments, and a final exam. Assignments are due at the start of class. A penalty will be assessed for any late assignment with 5 points taken off for each day the assignment is late. Questions will be derived from the lesson objectives and reflected in both class assignments, readings, and lectures.

Communication Studies (70 pts total): See syllabus page 7 for assignment details
   a. Official Email (15 pts): Due 19/20 January 2022
   b. Background Paper (20 pts): Due 23/24 February 2022
   c. Talking Paper (15 pts): Due 6/7 April 2022
   d. Official Memorandum (20 pts): Due 13/14 April 2022

Final Exam (30 pts): Due by 28 Apr 2022
The Final Exam will be administered as a quiz through Canvas. You will have 120 minutes to complete the exam. You will be allowed one attempt. The Final Exam quiz will open in Canvas on 18 Apr 22, and must be completed by 28 Apr 22; this gives you 10 days to complete the assignment for a grade.

7. 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. Collecting assignments due prior to class start
   b. Calling the classroom to attention
   c. Attendance
   d. Room care
   e. Other activities assigned by the instructor

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 phone use is not allowed during class, silence all electronics.
9. **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). 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; 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 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.

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](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/).
AS 100 Syllabus – Spring 2022

AS100 CLASS SCHEDULE & REQUIRED READINGS

Required readings are to be completed BEFORE class and are from *Air and Space Studies 100*.

<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>5-6 Jan</td>
<td>13</td>
<td>Welcome, Course Overview, &amp; Admin</td>
<td>L13</td>
</tr>
<tr>
<td>2</td>
<td>12-13 Jan</td>
<td>14</td>
<td>What is War?</td>
<td>L14</td>
</tr>
<tr>
<td>3</td>
<td>19-20 Jan</td>
<td>15</td>
<td>DAF Social Media</td>
<td>L15 Official Email Due</td>
</tr>
<tr>
<td>4</td>
<td>26-27 Jan</td>
<td>16</td>
<td>Evolution of the Air Force</td>
<td>L16</td>
</tr>
<tr>
<td>5</td>
<td>2-3 Feb</td>
<td>16</td>
<td>Evolution of the Air Force (cont’d)</td>
<td>L16</td>
</tr>
<tr>
<td>6</td>
<td>9-10 Feb</td>
<td>17</td>
<td>Principles of War</td>
<td>L17</td>
</tr>
<tr>
<td>7</td>
<td>16-17 Feb</td>
<td>17</td>
<td>Principles of War (cont’d)</td>
<td>L17</td>
</tr>
<tr>
<td>8</td>
<td>23-24 Feb</td>
<td>18</td>
<td>Department of the Air Force</td>
<td>L18 Background Paper Due</td>
</tr>
<tr>
<td>9</td>
<td>2-3 Mar</td>
<td></td>
<td><em>Admin</em></td>
<td></td>
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<tr>
<td>10</td>
<td>9-10 Mar</td>
<td></td>
<td>NO CLASS – SPRING BREAK (5-12 Mar)</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>16-17 Mar</td>
<td>19</td>
<td>Ethic Decision Making Pressure</td>
<td>L19</td>
</tr>
<tr>
<td>12</td>
<td>23-24 Mar</td>
<td>20</td>
<td>What the DAF Brings</td>
<td>L20</td>
</tr>
<tr>
<td>13</td>
<td>30-31 Mar</td>
<td>20</td>
<td>What the DAF Brings (cont’d)</td>
<td>L20</td>
</tr>
<tr>
<td>14</td>
<td>6-7 Apr</td>
<td>21</td>
<td>USAF MAJCOMS</td>
<td>L21 Talking Paper Due</td>
</tr>
<tr>
<td>15</td>
<td>13-14 Apr</td>
<td>21</td>
<td>USAF MAJCOMS (cont’d)</td>
<td>L21 Official Memorandum Due</td>
</tr>
<tr>
<td>16</td>
<td>20-21 Apr</td>
<td></td>
<td>NO CLASS – READING DAYS (21-22 Apr)</td>
<td></td>
</tr>
<tr>
<td>17</td>
<td>27-28 Apr</td>
<td></td>
<td>NO CLASS – FINAL EXAM (23-29 Apr)</td>
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</table>

All required materials can be found on the course page in Canvas ([http://elearning.ufl.edu/](http://elearning.ufl.edu/)).
COMMUNICATIONS STUDIES ASSIGNMENTS

Official Email (15 pts): Due 19/20 Jan 22
Students will type and send a 150-word (minimum, no max) email to their instructor. The signature block will not count towards the 150-word total.
The topic will be your thoughts on AFROTC. Use this email to identify any issues you’ve experienced, hurdles you see between AFROTC and college life, and/or to provide any feedback to me as your instructor or on the program as a whole.

Topic: My Thoughts on AFROTC
Organization: Email must be formatted IAW AFH 33-337, The Tongue and Quill
Length: 150 words minimum, no maximum
Grading: Overall Formatting (10 points), Content & Grammar (5 points)

Background Paper (20 pts): Due 23/24 Feb 22
Select either a job in the USAF or a specific USAF airframe, and write a background paper IAW AFH 33-337. Printed hard copy of the background paper will be submitted in class on or before the assignment due date.

Topic: USAF job or USAF airframe
Organization: Background paper must be formatted IAW AFH 33-337, The Tongue and Quill
Length: 2 pages maximum
Grading: Overall Formatting (15 pts), Content & Grammar (5 pts)

Talking Paper (15 pts): Due 6/7 Apr 22
Students will select a USAF MAJCOM from the L21 student reader, and will write a 1-page talking paper on their selected USAF MAJCOM. Additional sources may be used, but must be cited appropriately.

Printed hard copy of the talking paper will be submitted in class on or before the assignment due date.

Topic: USAF MAJCOM
Organization: Talking paper must be formatted IAW AFH 33-337, The Tongue and Quill
Length: 1 page maximum
Grading: Overall Formatting (10 points), Content & Grammar (5 pts)

Official Memorandum (20 Pts): Due 13/14 Apr 22
Official memorandum will be formatted IAW AFH 33-337, and will contain the following:

- Student’s “Big Rocks”. This should be any obstacle that you’ve observed that has hindered or can hinder your AFROTC performance.
- Top AFSC preference(s). Explain why you are interested in these AFSC’s. If you are a participating student only, select an AFSC that interests you.
- One thing that you’ve learned about yourself during your time in AFROTC.

Printed hard copy of the official memorandum will be submitted in class on or before the assignment due date.

Topic: See above
Organization: Official memorandum must be formatted IAW AFH 33-337, The Tongue and Quill
Length: 2 pages maximum
Grading: Overall Formatting (12 pts), "Big Rocks" Content (2 pts), AFSC Content (2 pts), Lesson Learned Content (2 pts), Grammar (2 pts)