FROM: AFROTC DET 150/CC

SUBJECT: AS400 Course Syllabus and Instructions for AFR 4211, National Security Affairs and Preparation for Active Duty

1. Welcome to AFR 4211. For many of you this is your final semester in AFROTC! This is your opportunity to finish strong. For this academic class, my goal is to equip you with some of the skills necessary for you to excel as a Second Lieutenant. However, the responsibility is yours to internalize the curriculum and use it to shape yourself into the kind of leader you want to be. Accordingly, I expect you to be prepared, pay attention and fully participate during this class.

2. Throughout the semester, we will cover material dealing with various topics including: global affairs, joint operations, the enlisted force, command and leadership, evaluation systems for the enlisted and officer force, oath of office and commissioning, communication skills, NCO perspectives, feedback systems, typical base agencies/services, and managing a military family and finances.

3. Those gold bars are within reach. Keep the pedal to the floor and accelerate all the way to commissioning. This is not the time to let up! Please contact me if you have any questions or concerns.

//SIGNED//
JAMES R. MERENDA, Lt Col, USAF
Commander

Attachment:
Course Syllabus and Schedule
AFR 4211: COURSE DESCRIPTION & OBJECTIVES

1. AFR 4211, National Security Affairs and Preparation for Active Duty

2. Course Description – AFR 4211 is designed to examine the national security process, combatant commands, advanced leadership ethics, and Air Force doctrine. Special topics of interest focus on the military as a profession, military justice, civilian control of the military, preparation for active duty, and current issues affecting military professionalism.

3. Instructor - Lieutenant Colonel James R. Merenda, Van Fleet Hall, 352-392-0742, james.merenda@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’m available for office hours/appointments most weekdays 0800 – 1600.

4. Course Objectives – You should learn or comprehend the following information/concepts over the course of the semester:
   a. Understand the National Security Process
   b. Comprehend Air/Space functions and capabilities
   c. Understand the roles of military in society and current professional issues
   d. Comprehend the varied responsibilities of an Air Force commander
   e. Apply effective listening, speaking and writing skills
   f. Understand factors that will enable a smooth transition to military life

5. Required Texts – The required texts can be accessed online through http://elearning.ufl.edu/. Reading will come from ‘Air and Space Studies 400: National Security Affairs and Preparation for Active Duty

*Note - all briefings and written assignments must comply with the Air Force Tongue & Quill.

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AFR 4201: CLASS REQUIREMENTS & POLICIES

6. Uniforms: **Cadets will wear uniform of the day during class.** Generally speaking, this will be the utility uniform (OCP/fight suit). Exceptions to this policy will be considered on an individual basis.

7. **Grading Criteria:** Grades will be determined as follows:

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<thead>
<tr>
<th>Point Distribution</th>
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<tbody>
<tr>
<td>Letter of Counseling</td>
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<tr>
<td>Officer Performance Report</td>
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<td>Leadership Vision Paper</td>
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<td>Leadership Vision Presentation</td>
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<td><strong>Instructor Points</strong></td>
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<td><strong>Total Possible</strong></td>
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<tr>
<th>Grading Scale</th>
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<tr>
<td>A 90-100</td>
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<td>B 80-89</td>
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<td>C 70-79</td>
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<td>D 60-69</td>
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<td>F Below 60</td>
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*All students must achieve a grade of C or better to pass AFR 4211.*

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.

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Links.
   a. UF Undergraduate Catalog: 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
   c. SF Grading Policy: http://www.sfcollege.edu/about/?section=general_academic_information

8. Assignments: There will be three written assignments and one presentation. Due dates are listed on the class schedule. I will assess a penalty for all late assignments. Any assignment not provided on the specified date will be penalized 5 points for each day late. Each day late is defined as a 24-hour period beginning at 1631 on the first day and ending at 1630 on the following day. Weekend days will be included in the calculation of late penalties.

9. Class Leader: The class leader will be responsible, (duties may be delegated, but the class leader remains fully responsible for accomplishment) for the following:
   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

10. Attendance: You are getting ready to be active duty Lieutenants; I expect you to attend my class and to be on time. AFROTC attendance policy states each cadet must attend at least 80 percent of the AS400 classes. Technically, you can miss up to 20% or 3 classes and not fail for attendance. If you are going to miss, you must coordinate with me prior. Requirements for class attendance and make up assignments, and other work in this course are consistent with university policies and 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.

11. Instructor Points: 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 from your final grade.

12. Class Comportment: The atmosphere is military, but intellectually permissive. The classroom will be called to attention when the instructor enters (at the beginning of class) and when class is completed, after it is evident there are no final questions the room is to be called to attention. Closed lid drinks are permitted in class, but food is not.

13. 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 a failing grade for the course and, if applicable, investigation for disenrollment from AFROTC.

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14. Students With Disabilities: Students with disabilities requesting accommodations should 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.

15. Makeup Work/Exams: Makeup work and/or exams may be approved on a case-by-case basis for unusual or unavoidable circumstances. Requirements for class attendance and make up exams, assignments, and other work in this course are consistent with university policies and that are located: https://catalog.ufl.edu/ugrad/current/regulations/info/attendance.aspx

16. Class Dates And Times: AFR 4211 will be taught Tuesday, 1250 - 1500L. The makeup class will be taught on Wednesday 1145 – 1445L. Details of specific lessons and readings are on the class schedule.

17. Academic Freedom/Integrity: The free exchange of opinions and ideas is essential to the educational process and, to the greatest extent possible, faculty, students, and staff 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 36-2309). 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.

18. University Of Florida’s Honesty Policy: 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 (http://www.dso.ufl.edu/secr/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 in this class.

19. On-line Course Evaluation Process: 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/.

20. 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

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counseling as soon as possible. I expect that all counselings will be complete prior to 4 March 2022.


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# AFR 4211: CLASS SCHEDULE & Tentative Required Readings

NOTE: Instructor reserves the right to adjust Topics prior to class in order to enhance training. If the assignment is changed and not briefed the week prior, you won’t be held responsible for course work for that week.

<table>
<thead>
<tr>
<th>Class</th>
<th>Date</th>
<th>Topic</th>
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| 1     | 10/11 Jan | - Administrative Overview of AFR 4211  
          - Base Agencies  
          - Professional/Unprofessional Relationships |
| 2     | 18/19 Jan | - Ethical Decision-Making: Competing Priorities  
          - Leadership Authority and Responsibility |
| 3     | 25/26 Jan | - Wingman Intervention (Refresh)  
          - Religious Accommodation  
          - Suicide Prevention |
| 4     | 1/2 Feb  | - Military Justice  
          - Military Justice Case Studies |
| 5     | 8/9 Feb  | - Corrective Supervision and Counseling  
          - AF Heritage Series (from previous semester) |
| 6     | 15/16 Feb | - eLearning  
          - Blended Retirement System |
| 7     | 22/23 Feb | - SAPR Program  
          - Enlisted Evaluation System  
          - Officer Evaluation System |
| 8     | 1/2 Mar  | - Bullet Practicum: Evaluation |
| 9     |         | - Letter of Counseling  
          - Due by 1630L |
| 10    | 11 Mar   | - Leadership Case Studies  
          - Pay, Allowances, and Leave |
| 11    | 15/16 Mar | - Career Progression  
          - The Commission/Oath of Office |
| 12    | 22/23 Mar | - Your First Officer Assignment |
| 13    | 29/30 Mar | - Leadership Vision Briefings  
          - Leadership Vision Paper  
          - Due by 1630L |
| 14    | 5/6 Apr  | - Leadership Vision Briefings |
| 15    | 12/13 Apr | - Flex Time/Make-Up Topics |

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