



DEPARTMENT OF THE AIR FORCE AIR UNIVERSITY (AETC)

12 Jan 2023

MEMORANDUM FOR AEROSPACE STUDIES 400 STUDENTS

FROM: AS400 Instructor

SUBJECT: AS444 Classroom Policy, Course Objectives, and Syllabus

1. This letter and attachment explain classroom procedures, provide course objectives, and list class dates along with lesson titles. Per AFROTCI 36-2011, paragraph 9.10.4, "Do not require students to purchase commercial texts." All course materials (electronic textbooks, guides, and course slides) will be available on Canvas. All students must use their NJIT ID to gain access to Canvas. Contact the NJIT IST Helpdesk for help—refer to their website at ist.njit.edu. The Google Drive will be used as a backup to Canvas. Computer Based Training lessons (CBTs), if required, will be available via the Holm Center Curriculum Site. **All students must be registered for the class, because an accurate class roster will be created and verified via NJIT after the first class session.**

2. Course Objectives:

This course 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.

AS400 students will continue to add to their knowledge of the key terms and definitions used to describe air, space and cyberspace power. Throughout these topics you will be required to apply several different communication skills techniques.

3. Grading Policy:

a. Cadets are responsible for all lessons assigned. Assignments are due on the day specified on the syllabus at the beginning of class unless otherwise stated by the instructor. Failure to turn in an assignment on time will result in an automatic zero for that assignment. **ASSIGNMENTS WILL NOT BE ACCEPTED LATE WITHOUT PRIOR APPROVAL FROM THE AS444 INSTRUCTOR.**

b. Points towards your final grade will be distributed as follows:

Class Participation (Quizzes, if required)	6 points
1xNotetaker & 2xCBTs (x8)	24 points
Writing Assignment (OPR (maybe) and LOC with Ind)	30 points
Briefing	30 points
Mid-Term Exam	55 points
Final Exam:	55 points
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Total Points	200 points

c. A final grade will be awarded as follows:

GRADE	LETTER GRADE	PERCENTAGE	COURSE POINTS	
4.0	A	93.5-100	187-200	
3.5	B+	86.5-93	173-186	
3.0	B	80-86	160-172	
2.5	C+	74-79.5	148-159	
2.0	C	70-73.5	140-147	Minimum required to continue in ROTC
1.0	D	59.5-69.5	119-139	
0.0	F	0-59	0 - 118	

d. AS400 cadets who receive a grade of D or lower in any AS course (including LLAB) will result in a conditional event and a Commander's Retention Review. Cadets will not be permitted to continue in the ROTC program during the next semester! Per AFROTCI 36-2011, Paragraph 9.10.2.1, "Cadets may apply for re-entry, but the failed class(es) will have to be re-accomplished for AFROTC credit."

e. Incompletes should be used for unusual or unavoidable circumstances; they will not be used for make-up of unsatisfactory or delinquent work, or as a sanction for cadets who do not return uniforms. The Det/CC must approve all "Incompletes" for AS classes and LLAB. An "Incomplete" must be resolved NLT the end of the following term or it will constitute a failure.

f. You may request your current grade at any time.

4. Attendance Policy:

Cadets and participating students **MUST** achieve at least **80%** attendance of the scheduled classes to receive a passing grade.

a. Tardiness – Tardiness is both unprofessional and disrespectful, and will not be tolerated. Class begins promptly, and you will be considered tardy if not in your seat by the class start time. Excessive tardiness (2 times) will result in an unexcused absence. If delayed by forces beyond your control, call the office ASAP and let the instructor know. If you are more than 5 minutes late and do not give proper notice, you will receive an unexcused absence for that week.

b. Absences – All absences will initially be categorized as unexcused and will count against the 80% attendance requirement. Unexcused absences will be given for incidents that resulted in lack of planning and/or prioritization (forgot to do Humanities paper due tomorrow so you cannot go to ROTC, vacations, etc.). Excused absences will be given for incidents beyond your control (i.e. sickness, family emergency, etc.). Opportunities to make up TWO excused absence may be given on a case-by-case basis. Excused absences will count towards meeting the 80% attendance requirement once that classes' objectives have been accomplished.

c. Proper notification - If you plan to be absent from class and/or Leadership Lab, you must email a Memorandum for Record (MFR) detailing your absence to your class instructor(s), the Operations Flight Commander (OFC) - Maj Laake, and your cadet chain of command, as soon as you are aware you will be absent. At the instructor's discretion, it will be recorded as either an excused or an unexcused absence.

5. Instructor Contact Information:

Maj Eric Laake, Assistant Professor of Aerospace Studies
Class: Wednesday, 0650-0820L; FMH, Room 321 & Friday, 1000-1120L; FMH, Room 403
Office Hours: By appointment, Faculty Memorial Hall Room 210
Phone: (973) 596-3627 E-mail: ejl36@njit.edu

6. Counseling Requirements:

I will conduct personal counseling with each of you during the semester. Each cadet will have their counseling completed by 11 Mar 2023. Your academic plan must be up-to-date & brought to the counseling appointment. All cadets will wear the Uniform of the Day for the counseling session. Cadets will report in and out as part of their personal counseling appointments.

7. Classroom Procedures:

a. Every cadet possessing a uniform will wear it to class, otherwise wear professional civilian attire. Personal appearance standards will be in strict accordance with the policies outlined in AFI 36-2903 and the applicable AFROTC supplements.

- b. A class leader will be assigned. The following are the class leader responsibilities:
- Check with the instructor 15 minutes before class to see if he/she has any special instructions
 - Sign out and return any audio-visual equipment needed for class
 - Call the class to attention when the instructor enters/leaves the room
 - Take class attendance and provide results to the instructor

8. Classroom Behavior:

a. As future United States Air Force officers, you are expected to conduct yourselves as such. Disruption and disrespect toward the instructor or other students will not be tolerated. The following weekly meeting expectations are not all inclusive but should help guide your professional conduct.

- **Turn all cell phones OFF or to AIRPLANE MODE**
- Place all extra belongings that you bring to class neatly on your desk or under your chair
- Tobacco and alcohol products are not permitted
- Food and drinks are permitted but must not cause distraction and must be cleaned up
- Questions/participation is highly encouraged, and indicates you came to the meeting prepared to clarify any questions you have from the weekly lessons.
- Be courteous and respectful of others, and display professionalism at all times

b. This is a learning environment, challenge each other and yourself with multiple perspectives on classroom topics and world issues; however, you need to remain courteous and allow others to fully explain themselves and at a minimum respect their take on a particular subject.

c. Any student failing to conduct themselves in a professional manner will, at a minimum, be verbally counseled. A cadet continuing to conduct themselves in an unprofessional manner will be removed from the classroom and required to report to the Aerospace Studies Department Chair for further counseling and/or administrative action.

d. Academic Integrity: Both the USAF and NJIT Honor Code will be upheld. Any violations will be brought to the immediate attention of the Aerospace Studies Department Chair and the Dean of Students.

9. Exams, Quizzes, Reading, and Assignments:

a. There will be two exams, a midterm and a final. Exams may include any combination of the following types of questions: multiple choice, true/false, completion, and short essay. The last may be included to evaluate the cadet's communication skills, as well as his/her knowledge level of that material. All exam questions will be based on the AS400 Samples of Behavior (SOBs).

b. Quizzes will be given whenever the instructor feels they are necessary. Quizzes and exams may include any combination of the following types of questions: multiple choice, true/false, completion, and short essay. Questions will be based on the AS400 Samples of Behavior (SOBs), warrior knowledge and other pertinent information found in the weekly reading assignments.

c. You must read all assignments and complete assigned computer based training (CBT) lessons and notetakers. I take the time to prepare for class, and I expect you to do the same. Reading assignments and CBTs will enable you to intelligently ask questions, respond to questions, and participate in class discussions.

d. Writing assignments will be assigned in class. Due dates are annotated on the class schedule.

e. Briefing assignments will be assigned in class. Due dates are annotated on the class schedule.

10. Leadership Laboratory (LLAB) and Physical Training (PT):

a. These are the military and physical aspects of the Air Force ROTC program. All cadets must attend LLAB and PT. Cadets must achieve 80% attendance in both, LLAB and PT, over the course of the term. LLAB will be graded on a pass/fail basis. Performance at LLAB and PT does not affect your Aerospace Studies course grade. In LLAB, you will instruct, practice and learn military customs and courtesies, formal military formations, refine your followership and leadership skills, and gain an understanding of Air Force jobs and lifestyles.

b. It is every Airman's responsibility to maintain the standards set forth in AFI 36-2905. Being physically fit allows you to properly support the Air Force mission. The goal of physical training is to motivate all members to participate in a year-round physical conditioning program that emphasizes total fitness, to include proper aerobic conditioning, muscular fitness training, and healthy eating.

11. Both the USAF and the NJIT Honor Code will be upheld and any violations will be brought to the immediate attention of the Dean of Students and the Detachment Commander.

ERIC J. LAAKE, Maj, USAF
Assistant Professor of Aerospace Studies

Attachment:
AS444 Spring 2023 Schedule

1st Ind, AFROTC DET 490 COMMANDER

13 Jan 2023

MEMORANDUM FOR AS 444 INSTRUCTOR

SUBJECT: AS444 Classroom Policy, Course Objectives, and Syllabus

This syllabus was reviewed on behalf of the Education Officer to catch errors and ensure compliance with AFROTCI 36-2011, para. 9.10. - 9.10.4., and is approved.

JAMES C. CARTER, Lt Col, USAF
Commander
Professor of Aerospace Studies

AS444 Spring 2023 Schedule

<i>Date</i>	<i>Title</i>	<i>Notes</i>	<i>Hours</i>
18 January	Welcome & Course Overview	Lesson 24	1.0
20 January	Base Agencies	Lesson 25	2.0
25 January	Professional and Unprofessional Relationships	Lesson 26	1.0
27 January	Ethics and Decision Making	Lesson 27	1.0
3 February	Leadership Authority and Responsibility	Lesson 28 / Note Taker	2.0
5 February	Wingman Intervention	Lesson 29	1.0
8 February	Religious Accommodation Suicide Prevention	Lesson 30 Lesson 31	.5 1.0
10 February	Corrective Supervision and Counseling	Lesson 34	2.0
15 February	Military Justice	Lesson 32	1.0
17 February	Military Justice Case Studies	Lesson 33	1.0
22 February	Military Justice Case Studies	Lesson 33	1.0
24 February	eLearning **No in-person class**	Lesson 35 (Complete all CBTS)	2.5
1 March	Blended Retirement System	Lesson 36	.5
3 March	Sexual Assault and Prevention Response (SAPR) Program	Due – LOC Ind Memo Lesson 37	1.5
8 March	REVIEW	REVIEW	1.0
10 March	Midterm Exam		1.0
13-18 March	Spring Recess		
22 March	Airman Comprehensive Assessment (ACA)	Lesson 38	1.0
24 March	Enlisted Evaluation System	Lesson 39 (Cadre Guest Speaker)	1.0
29 March	Officer Evaluation System	Lesson 40	1.0
31 March	Pay, Allowances, Leave	Lesson 43	1.0
5 April	Career Progression	Lesson 44	2.0
07 April	Good Friday/ No Classes		
12 April	Bullet Practicum Evaluation	Lesson 41 / Group Exercise OPR due	4.0
14 April	Your First Assignment	Lesson 45	1.0
19 April	Student Briefings	2nd Lt Student Leadership Briefs	1.0
21 April	Commissioning Oath	Lesson 46	1.0
26 April	Leadership Case Studies	Lesson 42	2.0
28 April	REVIEW	REVIEW	1.0
2 May	Final Exam		1.0

Deadline/Assignment due
Test Day
Holiday