



DEPARTMENT OF THE AIR FORCE AIR UNIVERSITY (AETC)

20 Aug 24

MEMORANDUM FOR AEROSPACE STUDIES AS111 STUDENTS

FROM: AS100 Instructor

SUBJECT: AS111 Classroom Policy, Course Objectives and Syllabus

1. This letter and attachment explain classroom procedures, provides course objectives, and lists a detailed schedule. Per AFROTCI 36-2011, paragraph 9.10.4, "Do not require students to purchase commercial texts." All readings, slides, and course materials will be made available on Canvas and Google Drive; 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. Computer Based Training Lessons (CBTs), if required, will be available via the Holm Center Curriculum Site. **All students must be registered for one of the two available classes, because an accurate class roster will be created and verified via NJIT after the first class session.**

2. Course Objectives:

a. This course is targeted toward Air Force Reserve Officer Training Corps (AFROTC) cadets aspiring to enter the Department of the Air Force (DAF), with objectives that support their successful integration and performance within this specialized environment. Specifically, students will gain a foundational understanding of DAF culture, including its core values, the importance of diversity, teamwork, and innovation. They will also develop key attributes of a disciplined professional, such as self-awareness, a growth mindset, resiliency, accountability, and initiative. Additionally, the course focuses on essential skills in effective followership and problem-solving. This comprehensive introduction is the first half of a two-part course to equip students with the knowledge and skills necessary for effective leadership and successful participation in the DAF, laying a strong groundwork for their future roles and responsibilities.

3. Grading Policy:

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

Class Participation	5 points
Homework	25 points
Quizzes (2)	30 points
Briefing Assignment	10 points
Final Exam	30 points
Total	100 points

b. A final grade will be awarded as follows:

GRADE POINT	LETTER GRADE	COURSE POINTS	
4.0	A	89.5-100	
3.5	B+	84.5-89.49	
3.0	B	79.5-84.49	
2.5	C+	74.5-79.49	
2.0	C	69.5-74.49	Minimum required to continue in ROTC
1.0	D	59.5-69.49	
0.0	F	0-59.49	

c. Cadets are responsible for all assigned lessons. Unless otherwise stated by the instructor, assignments are due at the beginning of class on the day specified on the syllabus. 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.

d. If cadets receive a failing grade for this class, cadets may apply for re-entry but must re-accomplished the course for AFROTC credit.

e. Incompletes should be used for unusual or unavoidable circumstances. “Incompletes” will not be used for make-up of unsatisfactory or delinquent work. 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 ATTEND 80%** of the scheduled classes to receive a passing grade.

a. Tardiness – Tardiness is both unprofessional and disrespectful and is not tolerated. Class begins promptly (see para 5 for your section’s start time), and you will be considered tardy if not in your seat by the class start time. Excessive tardiness (3 times) will result in an unexcused absence. If delayed by forces beyond your control, call the office as soon as possible to let the instructor know. An excused absence may be given with proper notification (see 4c). If you are more than 15 minutes late and do not give proper notice, you will receive an unexcused absence for that week.

b. Absences – Excused absences will be given for incidents beyond your control (i.e. sickness, family emergency, etc.). Unexcused absences will be given for incidents that resulted in lack of planning and/or prioritization. Opportunities to make up ONE excused absence may be given on a case-by-case basis.

c. Proper notification Procedures - If you plan to be absent from class and/or Leadership Lab, you must email or a Memorandum for Record (aka MFR) to your instructor, Major Laake (Operations Flight Commander), and cadet chain of command as soon as you are aware of the absence that will include your rationale for missing class and how you plan on making up missed material. It is the instructor’s discretion as to whether you receive an excused or an unexcused absence.

5. Instructor Contact Information:

SSgt Alexis J. Berry, ROTC Training Instructor
Class: (Section 001) Fridays, 0930-1020L; Central King Building, Room 226
(Section 003) Fridays, 1030L-1120L; Central King Building, Room 226
Office: Faculty Memorial Hall, Room 210
Office Hours: By appointment
Phone: (973) 596-3625 E-mail: ajb245@njit.edu

6. Counseling Requirements:

Instructor will conduct personal counseling with each student during the semester. Each cadet will have his or her scheduled appointment completed by 24 Oct 2024. Your Academic Plan must be up-to-date and brought to the counseling appointment. If you need help with your Academic Plan, it is recommended meeting with your academic advisor in advance. Cadets will practice reporting in and out procedures as part of their personal counseling appointments and must be in service dress uniform. Note: Cadets not issued a uniform

prior to their scheduled counseling session, will wear the Military Informal Uniform (MIU). See 7b for more info. Physical Training uniforms are not allowed.

7. Classroom Procedures:

a. Uniform – All cadets possessing a uniform will wear the Cadet Wing-defined Uniform of the Day (UoD). All ROTC cadets will be held to the standards listed in AFI 36-2903, and its supplements.

b. Dress Code – If you do not possess a uniform, you will wear the MIU or New Cadet Standardized Uniform (blue polo, khaki pants/belt, and black dress shoes).

c. Class Leader – I will select the Class Leader the first week; and they will remain Class Leader for the Semester unless removed. The class leader will:

- Ensure attendance is taken at the beginning of each class
- Pass their duties to another cadet in the event they will be absent (email me)
- Email me of any concerns cadets may have for the upcoming class
- Call the room to “attention” at the beginning and end of class, and if a higher ranking officer enters

8. Classroom Behavior:

a. You are expected to conduct yourselves as AF officers and professionals. Class disruption and disrespect toward the instructor or other students will not be tolerated. The following classroom expectations are not all-inclusive but should help guide your professional conduct.

- Be on time – defined as in your seat and ready to participate at scheduled class times
- Turn all cell phones OFF or place in 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
- Laptops/tablets are allowed, but only used for official class business

Additionally, expectations if class is a virtual format.

- log onto ZOOM at least 5 minutes prior to class start time
- stay visible w/camera on while class is in session (DAF dress and appearance standards will apply)
- stay muted when not actively speaking in class

b. Failure to conduct yourself appropriately during class will result in the following actions:

First Offense: Verbal Cadet counseling

Second Offense: Cadet counseling

Third Offense: Cadre counseling and potential disenrollment (depending on severity).

c. Academic Integrity – Both the USAF and NJIT Honor Code are in effect, and 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. Final Exam – This will include but is not limited to multiple choice, true/false and matching questions. All exams will be based on the AS100 Learning Objectives.

b. Quizzes – These will occur at the beginning of class to ensure you comprehend the course reading (i.e., any class's quiz will be based on the reading due for that class). They will include but are not limited to multiple choice and true/false questions.

c. Course Reading – If you wish to take advantage of the information presented in this course, you must do the reading. You need not read every word, but at least be sure that you have a good understanding of what is being taught (i.e., the Lesson Objectives). The material will enable you to intelligently participate in class discussions, which is where the real learning happens!

d. Homework – There will be homework assigned for different lessons this semester. These assignments are to help you to prepare for the upcoming class and will be checked for completion, as they are important to what will be done in that class. Failure to complete the assignment for that day and in accordance with this syllabus will result in an automatic zero for that assignment – no exceptions

f. Briefing – Identify a problem you would like to explore in more detail. Utilize any combination of problem-solving approaches to determine the root cause of the problem and propose a solution to the problem. Each student will present a 2-3 minute briefing.

10. Leadership Laboratory (LLAB):

This is the military aspect of the Air Force ROTC program. You must attend LLAB. LLAB is either a pass or fail event. Performance at LLAB does not affect your Aerospace Studies course grade. In LLAB you will 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.

ALEXUS J. BERRY, SSgt, USAF
Officer Accessions Instructor

Attachment:
AS111 Fall 2024 Schedule

1st Ind, AFROTC DET 490 COMMANDER

20 Aug 24

MEMORANDUM FOR AS111 INSTRUCTOR

SUBJECT: AS111 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.

Approved/~~disapproved.~~

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

AS111 Fall 2024 Schedule

DATE	HW DUE	LESSON TITLE	NOTES	HRS
06 Sep	**	Welcome/Core Values	Core Values Homework	1
13 Sep		Diversity and Teamwork		1
20 Sep		Innovation	Unit 1 Quiz	1
27 Sep	**	Self-Mastery and Self-Awareness	16 Personalities Homework	1
04 Oct		Growth Mindset		1
11 Oct	**	Resiliency	Values Homework	1
18 Oct		Accountability		1
25 Oct		Initiative	Unit 2 Quiz	1
01 Nov		Effective Followership		2
8 Nov	**	Effective Followership	Colin Powell Homework	2
15 Nov		Problem Solving		3
22 Nov		Problem Solving		3
29 Nov		Thanksgiving Break		0
06 Dec		Problem Solving	Briefings	3
13 Dec		Final Exam		1
LEGEND				
Deadline				
Exam/Quiz Day				
Holiday				