



DEPARTMENT OF THE AIR FORCE AIR FORCE ACCESSIONS CENTER (AETC)

21 Aug 25

MEMORANDUM FOR AEROSPACE STUDIES AS111 STUDENTS

FROM: AS100 Instructor

SUBJECT: AS111 Classroom Policy, Course Objectives and Syllabus

1. This letter and attachment explains 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 the class, 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 & Completed Note takers	10 points
Homework	10 points
Quizzes	20 points
Briefing Assignment	15 points
Writing Assignment	15 points
<u>Final Exam</u>	<u>30 points</u>
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-accomplish 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 at **0930EST**, 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. 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 - 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, Capt Phinney (Operations Flight Commander), and cadet chain of command as soon as you are aware of the absence. Whether considered an excused or an unexcused absence will be at the instructor's discretion.

5. **Instructor Contact Information:**

TSgt Alexis J. Berry, Officer Accessions Instructor
Class: Fridays, 0930-1020L; Central King Building, Room 330
Office: Faculty Memorial Hall, Room 210
Office Hours: By appointment
Phone: (973) 596-3628 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 23 Oct 2025. 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 report in and out 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 highest level of uniform available Long Sleeve Blues (LSB), Short Sleeve Blues (SSB), or 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 (blue polo, khaki pants/belt, and black dress shoes).

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

- Ensure attendance is taken at the beginning of each class
- Collect homework/assignments and email them to me prior to the beginning of 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
- 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

Additionally expectations if class is a virtual format;

- log onto ZOOM at least 5 minutes prior to class start time
- stay visible on Zoom while class is in session
- 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 Conditional Event and/or disenrollment.

c. Academic Integrity is the cornerstone of higher education and is central to the ideals of this course, your university and the DAF. Cheating is strictly prohibited and devalues the degree that you are working towards. Additionally, it is in direct violation of the AFROTC Honor Code; “We will not lie, cheat, steal, nor tolerate among us anyone who does”. As a member of the ROTC program and NJIT community, it is your responsibility to protect your educational investment and professional development by knowing and following the AF Honor Code and NJIT academic code of integrity policy found at NJIT Academic Integrity Code.

As ROTC cadets and as your professor, it is our professional obligation and responsibility to report any academic misconduct to the Dean of Students Office. Any student found in violation of the code by cheating, plagiarizing or using any online software inappropriately will result in disciplinary action. This may include a failing grade of F, and/or suspension or dismissal from the university or AFROTC program. If you have any

questions about the code of Academic Integrity, please contact the NJIT Dean of Students Office at dos@njit.edu. For questions about the AFROTC Honor Code, please contact your instructor.

d. Artificial Intelligence (AI) Assistance - This course expects students to work without AI assistance in order to better develop their skills in this content area. As such, any and all **AI usage is NOT permitted** throughout this course and under any circumstance.

9. Exams, Quizzes, Reading, and Assignments:

a. Final Exam – This will include but is not limited to multiple choice and true/false questions. All exams will be based on the AS100 Samples of Behavior (SOBs).

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 absolutely every word, but at least be sure that you have a good understanding of what is being taught (i.e., the Measurable Samples of Behavior, MSOBs). The material will enable you to intelligently participate in class discussions, which is where the real learning happens!

d. Note takers– The cadet note takers are meant to be done as you read (if applicable for that lesson) to help you know if you’re “getting it.” The note takers are due at the beginning of each class specified on the course schedule (attached), unless otherwise stated by me. These note takers 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.

e. Homework- In this activity, students will send the instructor, an official email formatted IAW AFH 33-337, and The Tongue and Quill. The intent of this activity is for students to practice the principles of military electronic communication using the official email template. The email will be 100 words long and written IAW AFH 33-337, The Tongue and Quill. Topic will be “Your thoughts on AFROTC so far.”

f. Briefing and writing assignment – At the beginning of a scheduled briefing day (see Course Schedule), you will give a 3-5 minute briefing on an Air Force career. You will select the career field that you will be briefing in the prior lesson and write a talking paper on that career. Over the next two classes, you will brief to the class on your selection and turn in your talking paper as your graded writing assignment. For more information, see the assignment instructions on Canvas

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, TSgt, USAF
Officer Accessions Instructor

Attachment:
AS111 Fall 2025 Schedule

1st Ind, AFROTC DET 490 COMMANDER

21 Aug 25

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., and is approved.

Approved/~~disapproved~~.

MICHAEL T. MAKARYK, Lt Col, USAF
Commander
Professor of Aerospace Studies

AS111 Fall 2025 Schedule

DATE	LESSON TITLE	NOTES	HRS
05 Sep	Welcome and Course Overview		1
12 Sep	Introduction to AFROTC	Select Career Fields for Briefings	1
19 Sep	USAF and USSF Core Values	Quiz	1
26 Sep	DAF Leadership Development		1
03 Oct	Intro to Leadership	Quiz	1
10 Oct	Benefits of Service	Note Taker/Quiz	1
17 Oct	Formation of the DAF	Homework Due	1
24 Oct	Evolution of the DAF	Talking Papers Due	2
31 Oct	Evolution of the DAF	Talking Papers returned/Quiz	2
7 Nov	Department of the Air Force (DAF)	Quiz	1
14 Nov	Student Briefings		1
21 Nov	Student Briefings		1
28 Dec	Thanksgiving Break		
05 Dec	Final Exam		1
LEGEND			
Deadline			
Exam Day			
Holiday			