



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

12 Sept 25

MEMORANDUM FOR AEROSPACE STUDIES AS200 STUDENTS

FROM: AS200 Instructor

SUBJECT: AS221 Classroom Policy, Course Objectives, and Syllabus

1. This letter and attachment explain classroom procedures, provide course objectives, and list a detailed schedule. Per AFROTCI 36-2011V3, 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](http://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:

This course is designed to provide a fundamental understanding of both leadership and team building. This course picks up where AS100 left off and builds on the many layers that contribute to leadership, including aspects that do not always jump to mind. Such things include listening, understanding yourself, being a good follower and problem solving efficiently. AS 200 students will apply these leadership perspectives when completing team building activities and discussing topics like conflict management. Air Force knowledge and history will be integrated throughout the course to enhance these objectives. Students should demonstrate basic verbal and written communication skills. Cadets will apply these lessons at Field Training, which follows the AS200 year.

### 3. Grading Policy:

a. Cadets are responsible for all lessons assigned. Assignments are due at the beginning of class on the day specified on the syllabus 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 AS200 INSTRUCTOR.**

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

Participation (including HW)	5 points
Writing Assignments (2)	30 points
Briefing Assignment (1)	15 points
Quizzes	5 points
Mid Term	15 points
Final Exam (cumulative)	30 points
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Total Points	100 points

c. A final grade will be awarded as follows:

GRADE	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	

d. Per AFROTCI 36-2001V3, paragraph 9.10.2.1, if a cadet receives a failing grade for this class, they may apply for re-entry but must re-accomplish the course 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. IAW AFROTCI 36-2011, paragraph 9.10.2.2 The Det/CC must approve all "incompletes" for AS classes and LLAB. "Incompletes" should 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.

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. There are 15 sessions during this course. Absences that result in a student attending 11 or fewer classes during the term will result in an inability to receive a passing grade.

a. Tardiness – Tardiness is both unprofessional and disrespectful and is not tolerated. Class begins promptly at **1030 EST**, 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 have an unexcused absence for that week’s class.

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 from a 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 a Memorandum for Record (MFR) to your instructor, Lt Col Makaryk, and cadet chain of command as soon as you are aware of the upcoming absence. The MFR must include your

rationale for missing class and how you plan to make up missed material. It will be up to the instructor's discretion whether it is recorded as an excused or unexcused absence.

- d. In the case of religious accommodation requests which will result in an absence from AS class or LLAB, an MFR must be submitted no later than the second week of class, and no later than two weeks before the anticipated absence.

#### **5. Instructor Contact Information:**

Lt Col Michael Makaryk, Professor of Aerospace Studies  
Class: Fridays, 1030-1120 EST; Central King Building, Room 207  
Office Hours: By appointment, Faculty Memorial Hall Room 210B  
Phone: (973) 596-3626 E-mail: mtm67@njit.edu

#### **6. Counseling Requirements:**

The instructor will conduct personal counseling with each student during the semester. Each cadet will have his or her scheduled appointment completed by 24 Oct 2025. Your completed (i.e., Signed) Academic Plan must be up-to-date and presented at the counseling appointment. If you need help with your Academic Plan, you are recommended to meet 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 Military Informal Uniform (MIUs). Physical Training uniforms are not allowed.

#### **7. Classroom Procedures:**

- a. Every cadet issued 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. The instructor will assign a class leader. The class leader will:
  - Check with the instructor 15 minutes before class for any special instructions
  - Bring 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 report results to the instructor

#### **8. Classroom Behavior:**

- a. As future Air Force and Space Force officers, you are expected to conduct yourselves in a professional manner at all times. 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 into silent mode and keep them stowed for the duration of class. If you need to use your cell phone, you must ask the instructor for permission prior to use
- 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 prior to leaving the classroom. All drink containers will be sealable to prevent excessive spillage
- Questions/participation is highly encouraged, and indicates you came to the class prepared to engage with the material

Additionally, if class is a virtual format;

- Log onto the virtual classroom at least 5 minutes prior to class start time
- Stay visible with your camera on while class is in session. DAF dress and appearance standards still apply
- Stay muted when not actively speaking in class
- If you have a question or a comment, use the “raise hand” feature and wait to be recognized by the instructor, or the individual currently leading the discussion at the time

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

- *First Offense*: Verbal Cadet counseling
- *Second Offense*: Cadet Wing counseling
- *Third Offense*: Cadre Counseling that may include, depending on severity, a Conditional Event and the potential for 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](mailto: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, AI usage is not permitted throughout this course under any circumstance.

## 9. Exams, Quizzes, Reading, and Assignments:

a. There will be two exams: a midterm and a final. Exams may include but are not limited to 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 the material. All exam questions are based on the AS200 Lesson’s Cognitive Samples of Behavior (CSOBs).

b. Quizzes are at the discretion of the instructor. They may or may NOT be announced ahead of time. As with exams, quizzes may include any combination of the following types of questions: multiple choice, true/false, completion, and short essay. However, quiz questions are based on the AS200 Lesson CSOBs and other pertinent information found in the weekly reading assignments.

c. You are expected to read all assignments **BEFORE CLASS**. Reading assignments and material will enable you to intelligently ask questions, respond to questions, and participate in class discussions.

d. Each student will write a one-page MFR on your motivations for joining ROTC. The instructor will provide a memorandum explaining this assignment as noted in the course schedule. An example MFR can be found in AFH 33-337, *The Tongue and Quill*.

e. Each student will present a prepared briefing during the lesson on Communication skills. The topic will be your motivations for joining ROTC and the instructor will provide a memorandum discussing requirements in greater detail.

f. Each student will write a self-reflection assignment on concepts presented throughout the term as noted in the course schedule. The instructor will provide a memorandum explaining this assignment.

#### **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.

MICHAEL T. MAKARYK, Lt Col, USAF  
Commander, AFROTC Det490  
Professor of Aerospace Studies

12 Sep 2025

1st Ind, AFROTC DET 490 OPERATIONS FLIGHT COMMANDER

MEMORANDUM FOR AS 221 INSTRUCTOR

I, as the Operations Flight Commander, reviewed to ensure completeness and compliance with AFROTCI 36-2011, para. 9.10. - 9.10.4.

JOHN M. PHINNEY, Capt, USAF  
Operations Flight Commander, AFROTC Det490  
Assistant Professor of Aerospace Studies

Attachment  
AS200 Fall 2025 Schedule

**AS200 Fall 2025 Schedule**

<i>Date</i>	<i>Lesson</i>	<i>Title</i>	<i>Notes</i>	<i>Hours</i>
5 Sep	1	Welcome & Course Overview	Review Syllabus and Announcements in Canvas	1.0
12 Sep	2	Ethical Decision Making: Cheating	- Introduce Why I Joined ROTC Memo & 16 Personalities Test	1.0
19 Sep	3	Self-Awareness	- 16 Personalities HW Due - NJIT's Academic Engagement Assignment Due in CANVAS	1.0
26 Sep	4	Listening		1.0
3 Oct	5	Full-Range Leadership (part1)	- <b>Why I Joined ROTC Memo Due</b> - Introduce Full Range Leadership Group Project	1.0
10 Oct	5	Full-Range Leadership (part2)	- Full Range Leadership Group Presentations	1.0
13-17 Oct		<b>Online Mid Term Exam</b>		0.0
17 Oct	6	Followership (part1)		1.0
24 Oct	6	Followership (part2)		1.0
31 Oct	7	Team Building (part1)		1.0
7 Nov	7	Team Building (part 2)	- Introduce Leadership Reflections Letter	1.0
14 Nov	CS1	Communication Skills (part 1)	Start "Why I Joined ROTC" Briefings	1.0
21 Nov	CS1	Communication Skills (part 2)	Continue Briefings	1.0
27-28 Nov		<b>Thanksgiving Break</b>		0.0
5 Dec	8	Initiative	- Leadership Reflections Letter Due	1.0
8-11 Dec		<b>Online Final Exam</b>		0.0

Holiday
Exam
Deadline/Assignment due