



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

11 Dec 24

MEMORANDUM FOR AEROSPACE STUDIES AS112 STUDENTS

FROM: AS100 Instructor

SUBJECT: AS112 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 the two available 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 designed for Air Force ROTC cadets, focusing on the foundational knowledge essential for their development as future Air Force officers. The curriculum emphasizes the principles of national security, military strategy, and leadership. They will also gain insight into the unique functions and missions of each service branch within the Department of Defense and the importance of the Warrior Ethos. Leadership development is central, ensuring cadets are equipped to embody professionalism, foster collaboration, and make decisions that align with military strategy and policy.

3. Grading Policy:

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

Class Participation	5 points
Homework	25 points
Quizzes (3)	30 points
<u>Final Exam</u>	<u>40 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 **0915EST**, 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:

TSgt Alexis J. Berry, ROTC Training Instructor
Class: Fridays, 0915-1015L; Faculty Memorial Hall, Room 207
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 **21 Mar 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 **LSBs or OCPS** 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 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, AI usage **is not permitted** throughout this course **under any circumstance**.

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 – Quizzes are at the discretion of the instructor. They may or may NOT be announced ahead of time 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

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:
AS112 Spring 2025 Schedule

1st Ind, AFROTC DET 490 COMMANDER

11 Dec 24

MEMORANDUM FOR AS112 INSTRUCTOR

SUBJECT: AS112 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

AS112 Spring 2025 Schedule

DATE	LESSON TITLE	NOTES	HRS
24 Jan	National Security Interests		1
31 Jan	National Security Interests/Instruments of Power		.5/.5
7 Feb	Instruments of Power	Quiz	1
14 Feb	Strategic Global Landscape		2
21 Feb	Strategic Global Landscape	Debate Homework	
28 Feb	Competition Continuum		2
7 Mar	Competition Continuum	Quiz	
14 Mar	Department of Defense	Infographic Homework	1
21 Mar	Spring Break		
28 Mar	Department of the Air Force		3
4 Apr	Department of the Air Force	USSF MFR	
11 Apr	Department of the Air Force	Quiz	
18 Apr	Good Friday		
25 Apr	Airmen and Guardians		2
2 May	Airmen and Guardians	Bullet Background Paper	
9 May	Final Exam		
LEGEND			
Deadline			
Exam/Quiz Day			
Holiday			