



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

17 December 2024

MEMORANDUM FOR AEROSPACE STUDIES 200 STUDENTS

FROM: AS222 Instructor

SUBJECT: AS222 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 are 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 register for the class since NJIT will create and verify an accurate class roster 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 conflict management. Air Force (AF) 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 (FT), which follows AS200.

### 3. Grading Policy:

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

Participation	10 points
FT Talking Paper Assignment	15 points
FT Briefing Assignment	25 points
Leadership Reflection Paper	20 points
Final Exam	30 points

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Total Points                      100 points

b. 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	Min required to continue in ROTC
1.0	D	59.5-69.49	
0.0	F	0-59.49	

c. 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.**

d. If the cadet fails the course, they may apply for re-entry. However, they are required to re-accomplished the course for AFROTC credit. (AFROTCI36-2011v3 para 9.10.2.1.)

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. (AFROTCI36-2011v3 para 9.10.2.2.)

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 unprofessional and disrespectful and will not be tolerated. Class begins promptly at **1030EST**, and you are 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 approved 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 are defined as incidents beyond your control (i.e. sickness, family emergency, etc.) or absences that are planned using good judgement and that you provide the instructor timely notification. Unexcused absences are defined as incidents that resulted in lack of planning and/or prioritization. The instructor may approve opportunities to make up ONE excused absence on a case-by-case basis.

c. Proper notification - If you plan to be absent from class and/or Leadership Lab, you must email a Memorandum for Record (MR, aka MFR) to your instructor, Maj Laake (Operations Flight Commander), and cadet chain of command as soon as you are aware of the absence. It is the instructors discretion as to whether an absence is considered excused or unexcused.

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

Lt Col James Carter, Professor of Aerospace Studies  
Class: Fridays, 1030-1120 (EST); Faculty Memorial Hall, Room 310  
Office Hours: By appointment, Faculty Memorial Hall Room 210  
Phone: (973) 596-3626 E-mail: [jcc77@njit.edu](mailto:jcc77@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 13 Mar 2025. Your Academic Plan must be up-to-date, signed by advisor, and with you at the counseling appointment. If you don't have it, you risk being turned away. If you need help with your Academic Plan, ensure you meet with your academic advisor in advance as to ensure you meet the above timeline to have the counseling complete. 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 professional civilian attire. Physical Training uniforms are not authorized for this counseling.

## **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. Considered a developmental position, the class leader will:

- check with the instructor 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, record weekly attendance, and report results to the instructor
- act as a formal leadership position whose primary role is to communicate expectations or instructions between class and instructor

## **8. Classroom Behavior:**

a. You are expected to conduct yourselves as 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 them in airline 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 in a virtual format/setting:

- 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 Wing counseling

*Third Offense:* Cadre counseling and potential disenrollment.

c. Academic Integrity – 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, any and all **AI usage is NOT permitted** throughout this course and under any circumstance.

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

a. There will be one final exam. The exam may include but is not limited to the following types of questions: multiple choice, true/false, completion, and short essay. If essay is included, it will be used 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 Samples of Behavior (SOBs).

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 off the AS200 Lesson Samples of Behavior (SOBs), as well as warrior knowledge and other pertinent information found in the weekly reading assignments.

c. You are expected to read all assignments. 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 self-reflective talking paper. A memorandum explaining this assignment will be posted on canvas. An example of AF Papers can be found in AFH 33-337, *The Tongue and Quill*.

e. Each student will present a prepared briefing based on their talking paper. A memorandum explaining this assignment will be provided by the instructor and posted on canvas.

f. Each student will write a Leadership Reflection Paper. A memorandum explaining this assignment will be provided by the instructor and posted on canvas.

#### **10. Leadership Laboratory (LLAB):**

This is the leadership/military training portion of the AFROTC program. You must attend LLAB. However, LLAB is either a pass or fail event and your performance at LLAB will 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 AF jobs and lifestyles.

JAMES C. CARTER, Lt Col, USAF  
Commander, AFROTC Det490  
Professor of Aerospace Studies

Attachment: AS222 Spring 2025 Schedule

1st Ind, AFROTC DET 490 OPERATIONS FLIGHT COMMANDER

MEMORANDUM FOR AS 222 INSTRUCTOR

SUBJECT: AS222 Classroom Policy, Course Objectives, and Syllabus

I reviewed to ensure completeness and compliance with AFROTCI 36-2011, para. 9.10. - 9.10.4.

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

***AS222 Spring 2025 Schedule***

<i>Date</i>	<i>Title</i>	<i>Notes</i>	<i>Hours</i>
24 January	Lesson 10: Problem Solving	HW: Read Syllabus	1.0
31 January	Lesson 11: Critical Thinking 1		1.0
7 February	Lesson 12: Leadership Series_Ownership		1.0
14 February	Lesson 13: Stress Management		1.0
21 February	Lesson 14: Leadership Series_CAF	Field Training (FT) Talking Paper Due	1.0
28 February	Lesson 14: Part 2_Leadership Series_CAF		1.0
7 March	Communication Skills	FT Briefings	1.0
13 March		Last Day for in-person Cadet counseling's to be completed	-
14 March	Communication Skills	FT Briefings	1.0
16-22 March	<b>Spring Recess</b>		-
28 March	Communication Skills	FT Briefings	1.0
4 April	Lesson 15: Leadership Capstone 1	Capstone Notetaker Part 1 due. Submit in CANVAS after class	1.0
11 April	Lesson 15: Leadership Capstone 2	Capstone Notetaker Part 2 due. Submit in CANVAS after class	1.0
18 April	<b>Good Friday</b>		-
25 April	Lesson 15: Leadership Capstone 3	Capstone Notetaker Part 3 due. Submit in CANVAS after class	1.0
2 May	Lesson 16: Financial Readiness	Leadership Reflection paper due. Submit in CANVAS	1.0
3 - 8 May	<b>Virtual Final Exam</b>		1.0
8 May	No class meeting		-

<b>Holiday</b>
<b>Exam (Online)</b>
<b>FOR ACTION- Deadline/Assignment due</b>