



**DEPARTMENT OF THE AIR FORCE
AIR FORCE ACCESSIONS CENTER (AFAC)**

15 Jan 25

MEMORANDUM FOR AEROSPACE STUDIES (AS) 400 STUDENTS

FROM: AS400 Instructor

SUBJECT: AS444 Classroom Policy, Course Objectives, and Syllabus

1. This letter and attachment explain classroom procedures, provide course objectives, and list class dates along with lesson titles. Per AFROTCI 36-2011, paragraph 9.10.4, "Do not require students to purchase commercial texts." All course materials (electronic textbooks, guides, and course slides) will be available on Canvas. 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. An accurate class roster will be created and verified via NJIT after the first class session.**

2. Course Objectives:

This course is designed to examine the national security process, combatant commands, advanced leadership ethics, and Air Force doctrine. Special topics of interest focus on the military as a profession, military justice, civilian control of the military, preparation for active duty, and current issues affecting military professionalism.

AS400 students will continue to add to their knowledge of the key terms and definitions used to describe air, space and cyberspace power. Throughout these topics you will be required to apply several different communication skills techniques.

3. Grading Policy:

a. 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. **There will also be an "Academic Engagement Assignment". This assignment serves as a verification of your presence and not completing it by 29 January 2025 could result in your withdrawal from the class.** Failure to turn in any assignment on time will result in an automatic zero for that assignment. **ASSIGNMENTS WILL NOT BE ACCEPTED LATE WITHOUT PRIOR APPROVAL FROM THE AS444 INSTRUCTOR.**

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

Class Participation (Quizzes, if required)	10 points
Notetakers (x2)	20 points
eLearning	20 points
Writing Assignment (1206 and BBP)	50 points
Mid-Term Exam	50 points
Final Exam:	50 points
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Total Points	200 points

c. A final grade will be awarded as follows:

GRADE	LETTER GRADE	PERCENTAGE	COURSE POINTS	
4.0	A	93.5-100	187-200	
3.5	B+	86.5-93	173-186	
3.0	B	80-86	160-172	
2.5	C+	74-79.5	148-159	
2.0	C	70-73.5	140-147	Minimum required to continue in ROTC
1.0	D	59.5-69.5	119-139	
0.0	F	0-59	0 - 118	

d. AS400 cadets who receive a grade of D or lower in any AS course (including LLAB) will result in a conditional event and a Commander's Retention Review. Cadets will not be permitted to continue in the ROTC program during the next semester! Per AFROTCI 36-2011, Paragraph 9.10.2.1, "Cadets may apply for re-entry, but the failed class(es) will have to be re-accomplished 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. 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** achieve at least **80%** attendance of the scheduled classes to receive a passing grade.

a. Tardiness – Tardiness is both unprofessional and disrespectful, and will not be tolerated. Class begins promptly, and you will be considered tardy if not in your seat by the class start time. Excessive tardiness (2 times) will result in an unexcused absence. If delayed by forces beyond your control, call the office ASAP and let the instructor know. If you are more than 5 minutes late and do not give proper notice, you will receive an unexcused absence for that week.

b. Absences – All absences will initially be categorized as unexcused and will count against the 80% attendance requirement. Unexcused absences will be given for incidents that resulted in lack of planning and/or prioritization (forgot to do Humanities paper due tomorrow so you cannot go to ROTC, vacations, etc.). Excused absences will be given for incidents beyond your control (i.e. sickness, family emergency, etc.). Opportunities to make up TWO excused absence may be given on a case-by-case basis. Excused absences will count towards meeting the 80% attendance requirement once that classes' objectives have been accomplished.

c. Proper notification - If you plan to be absent from class and/or Leadership Lab (LLAB), you must first notify your chain of command and shortly thereafter, email a Memorandum for Record (MFR) detailing your absence to your class instructor. The latter must be completed as soon as you are aware you will be absent. At the instructor's discretion, it will be recorded as either an excused or an unexcused absence.

5. Instructor Contact Information:

Lt Col James Carter, Professor of Aerospace Studies
Class: Wednesday, 0700-0950L; Faculty Memorial Hall Room 321
Office Hours: By appointment, Faculty Memorial Hall Room 208
Phone: (973) 596-3629 E-mail: jcc77@njit.edu

Maj Eric Laake, Assistant Professor of Aerospace Studies
Class: Wednesday, 0700-0950L; Faculty Memorial Hall Room 321
Office Hours: By appointment, Faculty Memorial Hall Room 208
Phone: (973) 596-3630 E-mail: ejl36@njit.edu

6. Counseling Requirements:

I will conduct a personal counseling by appointment with each of you during the semester. **Each cadet will have their counseling completed by 13 Mar 2025. Your academic plan must be up-to-date, signed, and brought to the counseling appointment.** All cadets will wear the Uniform of the Day for the counseling session. Cadets will report in and out as part of their personal counseling appointments.

7. Classroom Procedures:

a. Every cadet possessing 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 DAFI 36-2903 and the applicable AFROTC supplements.

- b. A class leader will be assigned. The following are the class leader responsibilities:
- Check with the instructor before class to see if he/she has any special instructions
 - Sign out 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 provide results to the instructor

8. Classroom Behavior:

a. As future United States Air Force officers, you are expected to conduct yourselves as such. Disruption and disrespect toward the instructor or other students will not be tolerated. The following weekly meeting expectations are not all inclusive but should help guide your professional conduct.

- Turn all cell phones OFF or to 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/WebEx at least 5 minutes prior to class start time
- stay visible on Zoom while class is in session (DAF dress and appearance standards apply)
- stay muted when not actively speaking in class

b. This is a learning environment, challenge each other and yourself with multiple perspectives on classroom topics and world issues; however, remain courteous and allow others to fully explain themselves and at a minimum respect their take on a particular subject.

c. 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 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. There will be two exams, a midterm and a final. Exams may include any combination of 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 that material. All exam questions will be based on the AS400 Measurable Samples of Behavior (MSOBs).

b. Quizzes will be given whenever the instructor feels they are necessary. Quizzes may include any combination of the following types of questions: multiple choice, true/false, completion, and short essay. Questions will be based on the AS400 MSOBs, and other pertinent information found in the weekly reading assignments.

c. You must read all assignments and complete assigned computer-based training (CBT) lessons and notetakers. I take the time to prepare for class, and I expect you to do the same. Reading assignments and CBTs will enable you to intelligently ask questions, respond to questions, and participate in class discussions.

d. Writing assignments will be assigned in class. Due dates are annotated on the class schedule.

e. Briefing assignments will be assigned in class. Due dates are annotated on the class schedule.

10. Leadership Laboratory (LLAB):

LLAB is the military aspect of the Air Force ROTC program. You must attend LLAB. The 80% attendance policy for AS classes also applies to LLAB. LLAB is either a pass or fail event. Performance at LLAB does not affect your AS 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.

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

Attachment:
AS444 Spring 2025 Schedule

1st Ind, AFROTC DET 490 EO

MEMORANDUM FOR AS 444 INSTRUCTOR

As the Education Officer, I reviewed this syllabus for completeness and to ensure compliance with AFROTCI 36-2011, para. 9.10. - 9.10.4.

Approved/~~disapproved~~.

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

AS444 Spring 2025 Schedule

DATE	LESSON	TITLE	NOTES	HRS
22 Jan	24,25,26*	Course Overview / The Commission and Oath of Office / Leadership Authority and Responsibility	Notetaker Due	1/1/2
29 Jan	27,28	Professional/Unprofessional Relationships / Corrective Supervision and Counseling (ELITE)		1/2
5 Feb	29,32	DAF Evaluation System		2
12 Feb	30	Leadership Case Studies		2
19 Feb	31	Your First Officer Assignment	LOC Due	2
26 Feb	33	Base Agencies / REVIEW		2/1
5 Mar	AT1	MIDTERM		1
12 Mar	34*,35	Pay, Allowances, and Leave / Blended Retirement System	Notetaker Due	1/.5
16-22 Mar		NJIT CLOSED - Spring Recess		
26 Mar	37, 38, 39	Wingman Intervention (Refresh) / SAPR Program / Suicide Prevention		1/1.5/1
2 Apr	40,41	Religious Accommodation / Military Justice	1206 Due	.5/1
9 Apr	42	Military Justice Case Studies		2
16 Apr	43,44	Career Progression / eLearning	Complete eLearning	2/2.5
18 Apr		NJIT CLOSED – Good Friday		
23 Apr	AT3,36	Review / Stress and Resiliency Reflection		1/2
30 Apr	AT4	Final Exam / 2d Lt Leadership Vision Roundtable		1/1
Legend				
Reviews				
Holiday / No Class				
Exam Days / Briefs				
Written assignment Due				
* Next to Lesson number denotes Note Taker to be filled out before class				