AEROSPACE STUDIES/AS 100A

FOUNDATIONS OF THE UNITED STATES AIR FORCE
Fall 2013
Air Force ROTC Detachment 075
San Diego State University (SDSU)
Instructor: Capt John LaBouliere

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San Diego, Ca 92182-7238
Phone: 619-594-5550
E-Mail: jlabouliere@mail.sdsu.edu
MEMORANDUM FOR ALL AS 100 STUDENTS

FROM: Capt John LaBouliere  
Assistant Professor, AFROTC Det 075  
San Diego State University  
5500 Campanile Drive, ENS-385  
San Diego, CA 92182

SUBJECT: AS 100 Course - Information Memorandum

1. Welcome to the Air Force Reserve Officer Training Corps (AFROTC) program and to the AS 100 course! For many of you, this is the beginning of a new and exciting career in the world’s greatest military air force. I look forward to educating you this semester on our United States Air Force.

2. The attached information should answer many of your questions concerning class policy, your responsibilities, course objectives, grading, and assignments. We will briefly discuss important aspects of the syllabus in class, but you are ultimately responsible for all of the information contained within it.

3. Most of all, I want everyone to enjoy the class! There will be formal lectures and guided discussions. The benefit you reap from this course is directly related to the effort you put in. Therefore, come prepared to learn and participate.

4. My office hours are by appointment and my duty phone is 619-594-5550. Good luck this semester. I look forward to working with each and every one of you.

//Signed/jl/28 Aug 13//
JOHN LABOULIERE, Capt, USAF  
Assistant Professor of Aerospace Studies
1. **Course Description:** AS100A is a survey course designed to introduce students to the United States Air Force and Air Force Reserve Officer Training Corps. Featured topics include: Department of the Air Force, Air Force dress and appearance standards, military customs and courtesies, Air Force officer career opportunities, Air Force benefits, team building, and military and interpersonal communication skills. Leadership Laboratory is mandatory for Air Force ROTC cadets, and it complements this course by providing cadets with followership experiences.

2. **Course Objectives:**
   a. Learn about the history of the United States Air Force, how we are organized and what we do for our country.
   b. Know what career opportunities are available to you as an Air Force Officer.
   c. Become very familiar with the Air Force “way of life.”
   d. Know what an Air Force Officer does
   e. Demonstrate basic oral and written communication skills.

3. **Instructor**
   a. Name: Capt John LaBouliere
   b. Education: Bachelor of Science, Mechanical Engineering, University of St Thomas, 2009
   c. Office Phone: (619) 594-5550
   d. Email: jlabouliere@mail.sdsu.edu

4. **Scheduling Information**: Class meeting dates, holidays, breaks, location and times for each class are indicated on the attached schedule. Make sure you check the schedule and know the requirements. If there are problems, please contact me at the earliest opportunity. If you send an e-mail, please also follow-up with a phone call to ensure I received the message.

5. **University Policy and Academic Freedom:** Students are governed by the university standards of conduct as well as AFROTC requirements during AS classes. This includes carefully documenting any supporting materials or ideas that are not your own to avoid plagiarism. In addition, Air University staff are members of their respective educational organizations. The free exchange of opinions and ideas is essential to the educational process and, to the greatest extent possible, faculty, students, and staff are encouraged to speak and write freely.

6. **Attendance Policy**: Regular class attendance and promptness are mandatory. If you are aware in advance of a planned absence or tardiness, submit a typed official memorandum (see Attachment 4), with your justification to me at least 2 days prior to the day of absence/tardiness. Otherwise, if it was an unforeseen emergency, submit the memorandum no later than 1 day after the day of occurrence. Every unexcused absence will affect your participation points. **Less than 80 percent attendance (including both excused and unexcused absences) in this class will result in a grade of “F.”** If you have a class conflict, it is essential to coordinate schedule changes with your instructor. The key is good communication. If in doubt, ask me.

7. **Classroom Behavior:** General rules are as follows:
   a. The Class Leader or first person observing the entry of the instructor or senior commissioned officer to the classroom area will call the class to attention. Instructors will determine when seats may be taken. When class is ready to begin, the Class Leader will again call the class to attention and report in to the instructor as follows: “Sir/Ma’am, class reports ready for instruction.” When the class is dismissed, the Class Leader will call the class to attention and all will remain standing at attention until the instructor departs the room or unless otherwise directed by the instructor.
   b. If you arrive late to class, you will report in to the instructor as follows, “Sir/Ma’am, Cadet X reports late for instruction.” You will then take your seat and see the instructor after class.
   c. Cadets are not required to wear their uniform to class, but strict compliance with ROTC dress and appearance standards will be adhered.
d. Cadets will address all officers by their rank and last name (i.e. Captain Peralta) or Sir/Ma’am as appropriate.
e. As long as it is in keeping with university policy and does not distract others, eating and drinking are allowed in class.
f. All cell phones and laptops will be turned off and stowed during class. Disruptions caused by these devices will negatively affect your participation points.

8. **Grading and Evaluation Procedures**: 
   a. Grading Criteria. Grading will be based on the following criteria:

<table>
<thead>
<tr>
<th>Evaluations</th>
<th>Points</th>
<th>Percentage of Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mid-Term Exam</td>
<td>200</td>
<td>20%</td>
</tr>
<tr>
<td>Final Exam</td>
<td>300</td>
<td>30%</td>
</tr>
<tr>
<td>Briefing Assignment</td>
<td>200</td>
<td>20%</td>
</tr>
<tr>
<td>Writing Assignment</td>
<td>200</td>
<td>20%</td>
</tr>
<tr>
<td>Participation Points</td>
<td>100</td>
<td>10%</td>
</tr>
<tr>
<td>TOTAL</td>
<td>1000</td>
<td>100%</td>
</tr>
</tbody>
</table>

b. Criteria Description.
   1. Exams: The two exams consist of multiple choice, fill-in-the-blank, matching, true/false, or essay questions. Exam questions are based on the Samples of Behavior (SOBs) found in your student reader. Also, a good portion of the exam comes from what was covered in class. You will do better on the exam if you attend and pay attention in class. **If you can correctly respond to the SOBs, you will do well on all exams.**
      a. Midterm Exam: Will cover material assigned in and out of class prior to the mid-term exam
      b. Final Exam: Will cover all material assigned in and out of class after the mid-term exam.
   2. Written Assignment: A one-page typed memorandum is required and will be graded on a 200-point scale (see below). Specific instructions for the written assignment are provided in Attachment 2. Use the format described in AFH 33-337, *The Tongue and Quill*, to prepare your talking paper.

<table>
<thead>
<tr>
<th>Grading Criteria for Writing Assignment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Follow instructions</td>
</tr>
<tr>
<td>On time</td>
</tr>
<tr>
<td>Grammar, punctuation, spelling</td>
</tr>
<tr>
<td>Structure/organization</td>
</tr>
<tr>
<td>Content</td>
</tr>
<tr>
<td>TOTAL</td>
</tr>
</tbody>
</table>


<table>
<thead>
<tr>
<th>Grading Criteria for Briefing Assignment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction</td>
</tr>
<tr>
<td>Conclusion</td>
</tr>
<tr>
<td>Articulation</td>
</tr>
<tr>
<td>Non-verbals</td>
</tr>
<tr>
<td>Time (less than 2 min)</td>
</tr>
<tr>
<td>TOTAL</td>
</tr>
</tbody>
</table>
4. **Participation Points**: Evaluation will be based on the instructor’s assessment of four factors: attendance, preparation/assistance, interaction, and behavior.
   a. **Attendance** is based on how often the student attends class. Note: If a student has a prearranged, legitimate reason for missing class, i.e. an excused absence, he/she will not lose participation points.
   b. **Preparation/Assistance** involves arriving to class with awareness of the lesson material and how well cadets perform additional roles in the classroom. This category also includes cell phones. Please ensure your cell phone ringers are turned off so as not to disrupt the class.
   c. **Interaction** includes attitude, response and involvement during classroom discussions. Each student should strive to provide positive/constructive feedback to the instructor/guest speaker and fellow students during discussions.
   d. **Behavior**. Motivating and positive/supportive behaviors are expected for this class. Cadets should display a sense of “ownership” of the class, i.e. provide feedback to the instructor during the semester, take initiative to enhance classroom morale and esprit de corps, etc.

5. **Grading Scale**: Grades will be determined on a straight percentage basis. Your grade in this class is based on your performance. You must achieve a grade of "C-" or better in your Air Force courses to maintain academic retention standards and remain in AFROTC. Your grade in this course is based on the following scale:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>93-100</td>
</tr>
<tr>
<td>A-</td>
<td>90-92</td>
</tr>
<tr>
<td>B+</td>
<td>87-89</td>
</tr>
<tr>
<td>B</td>
<td>83-86</td>
</tr>
<tr>
<td>C</td>
<td>73-76</td>
</tr>
<tr>
<td>C+</td>
<td>77-79</td>
</tr>
<tr>
<td>D</td>
<td>63-66</td>
</tr>
<tr>
<td>D+</td>
<td>67-69</td>
</tr>
<tr>
<td>F</td>
<td>59-Below</td>
</tr>
</tbody>
</table>

**NOTE**: The instructor reserves the right to change the point value of criteria.

9. **Late Work**: All work missed due to an excused absence with a letter submitted prior to due date will be made up with no loss of points. Work missed for an excused absence with a letter submitted after the due date will receive a penalty of 10% for each day (Mon-Fri) it is late. After 5 days you will receive zero (0) points for the assignment. This does not include emergency situations. Unexcused absences or late work without prior approval will result in no (0) points for that day or assignment. Extenuating circumstances may be taken into consideration.

10. **Chain-of-Command**: Use the cadet corps chain-of-command to address cadet corps issues. Please feel free to contact me to discuss academics or almost anything else. However, if a matter is cadet corps related, I will refer you to the cadet chain-of-command.

11. **Civil Involvements and Medical Problems**: You must personally report any involvement with any civil or law enforcement agencies to me, your ROTC instructor (or one of the other ROTC instructors), within 72 hours of the occurrence or, if on school term break, within 72 hours of return to school from a school break. This includes traffic tickets, warning tickets, being questioned (even if the incident is dropped), or if you are involved in any manner in the use, possession, or sale of illegal drugs. In addition, report immediately any medical problem, serious illness, injury, or any type of surgery.

12. **Additional Responsibilities**:
   a. Schedule an appointment for AFROTC Form 48 reviews / term counseling and/or any special counseling, e.g. review of Field Training Report, academic assistance, etc. There will be a sign up sheet that will be presented at the first class meeting. It will then be posted on the bulletin board of the main entrance. All cadets will be required to use proper reporting procedures upon entering and exiting the offices of commissioned officers.
   b. Cadets are expected to keep all AFROTC appointments including meetings with cadre members, active duty military offices and military treatment facilities. Cadets will meet all suspenses issued
by any cadre member or military non-commissioned or commissioned officer, and will be held accountable for all instructor taskings in or out of the classroom. Depending on the situation, failure to keep appointments or meet suspenses may result in a “conditional event.”

c. Notify me (or in my absence a member of the Cadre if any of the following events transpire)

1. Anticipate changing your major.
2. Desire to audit, withdraw from, or drop any courses. This is especially important if these actions change your twelve (12) semester hour minimum for full-time student status.
   
   Note: Audit course hours do not count toward full-time student status under AFROTC guidelines. Contract cadets must maintain full-time student status or risk losing their scholarship.
3. Anticipate transferring to another college/university
4. Anticipate a change in your date of graduation
5. Are experiencing, or anticipate having academic problems
6. Are put on probation by the university, regardless of the reason
7. Anticipate receiving a term GPA less than 2.5
8. Anticipate receiving:
   a. A “D” or an "F" in the semester

*Contract cadets, if you fail to report these changes you risk losing your scholarship*

12. **Counseling:** (By appointment only) Please ensure when I task you to make a counseling appointment you do it promptly and by the deadline given. During the interview, we will discuss your AFROTC participation, AFOATS Form 48 (class schedule), and any other areas you are interested in. If you need to contact me, my phone number is (619) 594-5550 and my email address is jlabouliere@mail.sdsu.edu.

   Important Note: It is very important that you read and thoroughly understand this entire Syllabus.

   //Signed/jl/28 Aug 13//
   JOHN LABOULIERE, Capt, USAF
   Assistant Professor of Aerospace Studies

Attachments:
1. Course Schedule
2. Written Assignment
3. Oral Assignment
4. Absence Excuse Template
AS 100A COURSE SCHEDULE – Fall 13 (Attachment 1)

MON: 0700-0750, CLASSROOM – MUS 120

<table>
<thead>
<tr>
<th>Class Week</th>
<th>Date</th>
<th>Lesson</th>
<th>Topics</th>
</tr>
</thead>
<tbody>
<tr>
<td>#1</td>
<td>29 Aug</td>
<td>1</td>
<td>Welcome and Course Overview</td>
</tr>
<tr>
<td>#2</td>
<td>5 Sep</td>
<td>2, 3</td>
<td>Introduction to ROTC, Department of the Air Force</td>
</tr>
<tr>
<td>#3</td>
<td>12 Sep</td>
<td>5</td>
<td>Customs and Courtesies (TSgt Webster)</td>
</tr>
<tr>
<td>#4</td>
<td>19 Sep</td>
<td>4</td>
<td>Air Force Dress and Appearance (TSgt Logan)</td>
</tr>
<tr>
<td>#5</td>
<td>28 Sep</td>
<td>6</td>
<td>Team Building: A Central Skill</td>
</tr>
<tr>
<td>#6</td>
<td>3 Oct</td>
<td>8</td>
<td>Public Relations and Media</td>
</tr>
<tr>
<td>#7</td>
<td>10 Oct</td>
<td>7</td>
<td>Midterm Exam Due / Military Communication Skills part 1</td>
</tr>
<tr>
<td>#8</td>
<td>17 Oct</td>
<td>7</td>
<td>Military Communication Skills part 2</td>
</tr>
<tr>
<td>#9</td>
<td>24 Oct</td>
<td>9</td>
<td>Air Force Benefits</td>
</tr>
<tr>
<td>#10</td>
<td>31 Oct</td>
<td></td>
<td></td>
</tr>
<tr>
<td>#11</td>
<td>7 Nov</td>
<td></td>
<td></td>
</tr>
<tr>
<td>#12</td>
<td>14 Nov</td>
<td>10</td>
<td>Air Force Career Opportunities</td>
</tr>
<tr>
<td>#13</td>
<td>21 Nov</td>
<td></td>
<td></td>
</tr>
<tr>
<td>#14</td>
<td>28 Nov</td>
<td></td>
<td>Thanksgiving Recess (Campus Closed)</td>
</tr>
<tr>
<td>#15</td>
<td>5 Dec</td>
<td></td>
<td>Final Exam Due</td>
</tr>
</tbody>
</table>

ALL INFORMATION (SYLLABUS, SLIDES, READINGS) PERTAINING TO AS 100 WILL BE POSTED ON THE DET 075 WEBSITE

NOTE: The instructor reserves the right to change the schedule and assignments. I will make every effort to notify all students in advance of changes.
Your first written assignment in ROTC is to submit a typed memo about the following: autobiography or a specific event in your life. This will be typed in memo format as outlined on Page 189-190 of AFH 33-3337 the Tongue and Quill. This can be no more than one page typed and must follow the formatting guidelines within the Tongue and Quill.

This assignment is worth 200 points and must be computer printed or typewritten. A handwritten paper will not be accepted. A late paper will be penalized a letter grade each day it is late. If you turn it in after class ends on the due date it is late. Grading criteria is listed next to the assignment section on this syllabus.

**Written Assignment: 7 Nov 2013**

**Written Assignments are due at the beginning of class.**
AS100A INFORMATIVE BRIEFING (Attachment 3)

1. Your briefing this semester will be an informative briefing on one of the topics listed below (item 5). The Tongue and Quill AFH 33-337 defines informative briefings as “a briefing that informs the listener.” It deals only with facts; it has no place for recommendations. A good informative briefing includes a short introduction presenting the topic, the body with clear and objective facts, and a short summary, depending on the length of your presentation and the complexity of your subject matter.”

2. This assignment is worth 200 points and will be a short 1-2 minute briefing. I want to stress that we need to keep this short but still meet the objectives.

3. Here are some specific guidelines to help you build your brief:
   1. Military format (tell them what you’re going to tell them, tell them, then tell them what you told them).
   2. Choose an organizational plan appropriate to topic.
   3. Slides are optional, but are due to me via email NLT 1200 the day before you brief.

4. Military briefing format
   a. Military briefing is made up of three parts: Introduction, body and conclusion. It’s structured this way to allow for better retention of the information, in that you’re going to tell them what you’re going to tell them, tell them, and then tell them what you’ve told them. By this time they’ve heard the information at least three times, allowing for a better chance that they’ll remember what you’re trying to get them to understand.
      1. Introduction – Made up of two parts: Attention and overview. Attention step gets your audience focused on what you’re going to present. The overview gives them a preview of what you’ll be discussing.
      2. Body – substance of the briefing. The main points of the briefing are discussed and explained in the body.
      3. Conclusion – Made up of two parts: Summary and closure. The summary highlights the most important ideas from each main point and the closure wraps-up the briefing and leaves no doubt that you’re done.

5. Topics
   a. Autobiography
   b. Biography of anyone else
MEMORANDUM FOR AFROTC AS100 INSTRUCTOR

FROM: (CADET FIRST LAST)
AFROTC Det 075/__Flt Member
(University name)

SUBJECT: Class Absence on (ENTER DATE)

1. The purpose of this memorandum is to explain the reason for my absence on xx xxx xx. [Reason(s) for absence (Note: Attach supporting documentation when applicable)].

2. (Why I think it should be excused and, if applicable, how I plan to prevent this from happening again.)

(SIGN HERE)
JANE E. DOE, C/4C, AFROTC
AS 100A Student