

Proposal for an Air Science Minor

Introduction:

Air Force ROTC students here at The Ohio State University work hard to become leaders in the United States Air Force. Ultimately they receive a commission, but no academic recognition is given for the challenging coursework they have completed.

Purpose:

We here in the Air Science Department feel that students deserve the academic recognition they have earned. On average, students complete approximately 24 Air Science credit hours. This figure does not include a rigorous four week Field Training Exercise, twice weekly Physical Training, and various other activities required to become an officer in the United States Air Force. These courses do not apply towards their College Major, so as a result students receive no academic recognition for completion of this rigorous program. In light of these facts, we recommend that the university approve this Air Science Minor.

Curriculum:

Students in keeping with university directives, students must complete the following prerequisites to the minor:

AS 101*	The Foundations of the United States Air Force-I	1 CH
AS 102*	The Foundations of the United States Air Force-II	1 CH
AS 103*	The Foundations of the United States Air Force-III	1 CH

* = Students can also receive credit by attending an extended academic session sponsored by AFROTC

Students must then complete 21 credit hours from the following course listing in order to earn a Minor in Air Science:

AS 201	The History of Air Power (1880 – 1945)	1 CH
AS 202	The History of Air Power (1946 – 1989)	1 CH
AS 203	The History of Air Power (1990 – 2007)	1 CH
AS 301	Air Force Leadership Studies-I	3 CH
AS 302	Air Force Leadership Studies-II	3 CH
AS 303	Air Force Leadership Studies-III	3 CH
AS 401	National Security Affairs	3 CH
AS 402	Regional Area Studies	3 CH
AS 403	Active Duty Issues	3 CH

These courses deal specifically with the Air Force's structure, history, and approach towards organizational leadership, problem solving skills, National Security and are designed to enhance every aspect of a student's understanding of these principles and techniques. In addition, to receive the minor of Air Science, students must achieve a grade of C- or higher in each course in the minor and an overall 2.0 GPA in the minor.

Enrollment:

Typically there are approximately 150 students enrolled in Air Science courses. We feel that this Minor would attract approximately twenty-five students per year.

Implementation:

The department would like to offer this Minor by Winter Quarter 2008 and open it to current students. Pending approval, all qualified students yet to graduate would receive annotation of this Minor on their official transcript.

AIR SCIENCE MINOR

Department of Air Science
The Ohio State University

303 Converse Hall
2121 Tuttle Park Place
Columbus, OH 43210
614-292-5441
<http://afrotc.osu.edu/>

A Minor in Air Science is for students who seek to improve and challenge themselves on a daily basis. Students will experience realistic, dynamic training designed to teach values and skills essential for leaders in every organization. Courses are “hands on,” with an emphasis on leadership application through practical experience. Students practice techniques while assigned to leadership roles within the Cadet Organizational Structure. In addition, courses are designed to instill professional ethics and familiarize participants with principles of physical fitness and a healthy lifestyle. Ultimately, the program explores the dynamics of leading in a complex environment and prepares students to analyze, manage, and adapt to change. The endstate of the program is for students to be adaptive leaders with the confidence in their ability to lead, make decisions, and motivate subordinates.

The Air Science Minor requires as prerequisites the following courses:

		Credit Hours
AS 101*	The Foundations of the United States Air Force-I	1 CH
AS 102*	The Foundations of the United States Air Force-II	1 CH
AS 103*	The Foundations of the United States Air Force-III	1 CH

* Students can also receive credit by attending an extended academic session sponsored by AFROTC.

The minor itself consists of 21 credit hours from the following course listing:

		Credit Hours
AS 201	The History of Air Power (1880 – 1945)	1 CH
AS 202	The History of Air Power (1946 – 1989)	1 CH
AS 203	The History of Air Power (1990 – 2007)	1 CH
AS 301	Air Force Leadership Studies-I	3 CH
AS 302	Air Force Leadership Studies-II	3 CH
AS 303	Air Force Leadership Studies-III	3 CH
AS 401	National Security Affairs	3 CH
AS 402	Regional Area Studies	3 CH
AS 403	Active Duty Insurance	3 CH

Restrictions and General Information

1. A minimum overall GPA for courses comprising the minor shall be 2.0.
2. Students must earn a minimum grade of C- in each course.
3. Removal from the program will result for students who fail any minor course.
4. Students should declare their minor prior to accumulating 90 total credit hours.



Department of Aerospace Studies

AFROTC
353 Converse Hall
2121 Tuttle Park Place
Columbus, OH 43210-1169

Phone (614) 292-5441
Fax (614) 292-5366
E-mail afrotc@osu.edu

July 12, 2007

Randy Smith
203 Bricker Hall
190 North Oval Mall
Columbus, OH 43210

Dr. Smith:

Recently, I became aware of the process Army ROTC has begun to form a minor in Military Science here at OSU. When comparing Air Force and Army ROTC requirements, there appears to be sufficient evidence to also warrant a minor in Air Science. I have included for your review the necessary information describing the requirements for award of a minor in Air Science.

I appreciate your time in reviewing this package and your support in having this package move through the process. If at anytime you should have any questions, please contact my representative Captain Michael Owens at 614-292-5441 or at owens.834@osu.edu.

Respectfully,

A handwritten signature in cursive script, appearing to read "Michael J. Huhn".

MICHAEL J. HUHN, Colonel, USAF
Commander

**PROPOSAL
FOR
MINOR PROGRAM
IN
AIR SCIENCE**

11 JULY 2007

TABLE OF CONTENTS

Minor Program Guidelines.....Tab A

Explanation..... Tab B

Syllabi

AS 101	The Foundations of the United States Air Force-I	Tab C
AS 102	The Foundations of the United States Air Force-II	Tab D
AS 103	The Foundations of the United States Air Force-III	Tab E
AS 201	The History of Air Power (1880-1945)	Tab F
AS 202	The History of Air Power (1946-1989)	Tab G
AS 203	The History of Air Power (1990-2007)	Tab H
AS 301	Air Force Leadership-I	Tab I
AS 302	Air Force Leadership-II	Tab J
AS 303	Air Force Leadership-III	Tab K
AS 401	National Security Affairs	Tab L
AS 402	Regional Area Studies	Tab M
AS 403	Active Duty Issues	Tab N

AIR SCIENCE MINOR

Department of Air Science
The Ohio State University

303 Converse Hall
2121 Tuttle Park Place
Columbus, OH 43210
614-292-5441
<http://afrotc.osu.edu/>

A Minor in Air Science is for students who seek to improve and challenge themselves on a daily basis. Students will experience realistic, dynamic training designed to teach values and skills essential for leaders in every organization. Courses are “hands on,” with an emphasis on leadership application through practical experience. Students practice techniques while assigned to leadership roles within the Cadet Organizational Structure. In addition, courses are designed to instill professional ethics and familiarize participants with principles of physical fitness and a healthy lifestyle. Ultimately, the program explores the dynamics of leading in a complex environment and prepares students to analyze, manage, and adapt to change. The endstate of the program is for students to be adaptive leaders with the confidence in their ability to lead, make decisions, and motivate subordinates.

The Air Science Minor consists of a minimum of 20 credit hours from the following course listing:

		Credit Hours
AS 101	The Foundations of the United States Air Force-I	1 CH
AS 102	The Foundations of the United States Air Force-II	1 CH
AS 103	The Foundations of the United States Air Force-III	1 CH
AS 201	The History of Air Power (1880 – 1945)	1 CH
AS 202	The History of Air Power (1946 – 1989)	1 CH
AS 203	The History of Air Power (1990 – 2007)	1 CH
AS 301	Air Force Leadership Studies-I	3 CH
AS 302	Air Force Leadership Studies-II	3 CH
AS 303	Air Force Leadership Studies-III	3 CH
AS 401	National Security Affairs	3 CH
AS 402	Regional Area Studies	3 CH
AS 403	Active Duty Insurance	3 CH

Restrictions and General Information

1. A minimum overall GPA for courses comprising the minor shall be 2.0.
2. Removal from the program will result for students who fail any minor course.
3. Students should declare their minor prior to accumulating 90 total credit hours.

Proposal for an Air Science Minor

Introduction:

Air Force ROTC students here at The Ohio State University work hard to become leaders in the United States Air Force. Ultimately they receive a commission, but no academic recognition is given for the challenging coursework they have completed.

Purpose:

We here in the Air Science Department feel that students deserve the academic recognition they have earned. On average, students complete approximately 24 Air Science credit hours. This figure does not include a rigorous four week Field Training Exercise, twice weekly Physical Training, and various other activities required to become an officer in the United States Air Force. These courses do not apply towards their College Major, so as a result students receive no academic recognition for completion of this rigorous program. In light of these facts, we recommend that the university approve this Air Science Minor.

Curriculum:

In keeping with university directives, students must complete a minimum of 20 credit hours from the following course listing in order to earn a Minor in Air Science:

AS 101	The Foundations of the United States Air Force-I	1 CH
AS 102	The Foundations of the United States Air Force-II	1 CH
AS 103	The Foundations of the United States Air Force-III	1 CH
AS 201	The History of Air Power (1880 – 1945)	1 CH
AS 202	The History of Air Power (1946 – 1989)	1 CH
AS 203	The History of Air Power (1990 – 2007)	1 CH
AS 301	Air Force Leadership Studies-I	3 CH
AS 302	Air Force Leadership Studies-II	3 CH
AS 303	Air Force Leadership Studies-III	3 CH
AS 401	National Security Affairs	3 CH
AS 402	Regional Area Studies	3 CH
AS 403	Active Duty Issues	3 CH

These courses deal specifically with the Air Force's structure, history, and approach towards organizational leadership, problem solving skills, National Security and are designed to enhance every aspect of a student's understanding of these principles and techniques.

Enrollment:

Typically there are approximately 150 students enrolled in Air Science courses. We feel that this Minor would attract approximately twenty-five students per year.

SYLLABI

AEROSPACE STUDIES 101 SYLLABUS - Fall 2006

TITLE: The Foundations of the United States Air Force

COURSE MEETING TIMES & LOCATION: Wednesday 2:30 - 3:18p Converse Hall 210
 Thursday 7:00 - 7:48a Converse Hall 210
 Thursday 1:30 - 2:18p Converse Hall 212

INSTRUCTOR: Captain Michael A. Lee "Tony"
Office Phone: 614-292-9508
E-mail: Lee.2498@osu.edu
Office Hours: By appointment between 0730 - 1630 hrs

ALTERNATE INSTRUCTOR: Capt Michael Owens
Office Phone: 614-292-9197
E-mail: Owens.834@osu.edu
Office Hours: By appointment between 0730 - 1630 hrs

WHAT IS THIS CLASS ALL ABOUT?

This class serves as an introduction to the Air Force and the Air Force Reserve Officer Training Corps (AFROTC) program. The course will cover a wide range of topics including basic concepts of officership and basic communication skills. You will demonstrate your command of these topics through, among other things, a midterm, a written exercise, presentations and a final. Air Science 101 is a survey course – in other words, it's meant to be an overview to the material, not an academic backbreaker.

WHAT ABOUT LEADERSHIP LABORATORY (LLAB)?

As an officer candidate cadet in the AFROTC program, you will be involved in the Air Science 101 academic class, as well as LLAB. NOTE: special students are only involved in the academic class. LLAB is pass/fail and is graded separately from the academic class. Regardless of this separation, you are required to pass LLAB in order to remain a viable officer candidate.

HOW DOES THIS CLASS WORK?

Pretty much like any other course. In order to do well, you have to attend class, prepare and complete all assigned reading and coursework on time, pay attention, participate in class discussions, and pass the test. If you are interested and involved in class, you should have a good time and learn a lot.

WHAT ARE OUR GOALS?

- A. Know basic history and understanding of Air Force officership as a profession.
- B. Know the variety of career fields under the AFSC system that is available to ROTC cadets.
- C. Know the various services and activities found on a typical Air Force Base.
- D. Know the Air Force Core Values.
- E. Know the basic characteristics of war.
- F. Know the basic concepts of Air Force leadership.
- G. Know the meaning of the Oath of Office and Commissioning.

ATTENDANCE POLICY: While I do expect attendance at every class meeting, a minimum of 80% class attendance is MANDATORY! Anything less will result in an automatic failing grade for the course. Legitimate absences require documentation that must be presented before the scheduled class period (ex., a doctor's note; not a phone call), and arrangements must be made with me for make-up training. There will be no make-up training for unexcused absences.

REQUIRED TEXT: *The Foundations of the United States Air Force*, T-106 (main textbook)
 The Tongue and Quill, Air Force Handout (AFH 33-337)

ITEM RETURN: The required textbooks are yours to keep unless you decide to leave the Air Force ROTC program. You will also be required to return any issued uniform items unless told otherwise. Failure to return issued items will lead to a hold on your student account (i.e., you will be unable to register for future classes).

UNIFORMS: Wear your uniform to ALL your classes on Thursday, unless excused by the instructor. You must comply with Air Force and AFROTC Instructions on proper uniform wear. Further information is provided in the Aerospace Studies General Course Instructions attached to this syllabus.

COURSE AND CLASSROOM PROCEDURES: General course and classroom procedures are described in the Aerospace Studies General Course Instructions attached to this syllabus. However, I would like to highlight the importance of respecting ideas expressed by others and maintaining professionalism at all times. Also, you are allowed to eat and drink in the classroom but I reserve the right to change this policy at any time if it proves to be a disruption to the class.

GRADING CRITERIA:	TOTAL POINTS = 100	GRADE BREAKDOWN		
Quizzes	20	A 93-100	B- 80-82	D+ 68-69
Talking Paper	20	A- 90-92	C+ 78-79	D 60-67
Group Presentation	20	B+ 88-89	C 73-77	E 59 or less
Final	20	B 83-87	C- 70-72	
Class Participation	20			

NOTE: Full class participation credit requires active input in lecture discussions (about one point per class). Unexcused tardiness decreases possible participation points by ½. As you can see by the grade breakdown, participation can turn your "A" into a "B;" so please be on time and contribute to discussions.

ASSIGNMENTS:

Talking Paper - Your talking paper is **due just before you give your group presentation**. The topic of this talking paper will be "_____ Air Force Base". A talking paper is typically one page long and consists of short sentences of key points, facts, and positions to use as a memory jogger, however it is not an outline. The proper format for this talking paper is in *The Tongue and Quill* on pages 173-174. The identification line at the bottom of the page will contain the following information:

Rank and name/ AFROTC Det 645/ cadet position (if any) or rank/ Detachment phone/ typist's initials/ date

For example, I would put:

Capt Lee/ AFROTC Det 645/ UAO/ 292-9508/ mal/ 08 Sep 06

The talking paper will be graded in accordance with AFOATS Form 9. Papers more than one day late will be docked an additional 5% per day (i.e., the highest possible score for a paper one day late is 75%; two days late is 70%; three days late is 65%, etc.).

3-5 Minute Oral Presentation - For this presentation, your group will brief the class on a particular Air Force Base. I will critique each presentation using the AFOATS Form 6. I will provide a copy of this critique form and explain in detail the grading criteria prior to the oral presentation lesson. For now, know that 50% of the grade comes from the organization of your information and the other 50% comes from the delivery of the presentation. This presentation should be well rehearsed and should not exceed the allotted time. Each member of the group must speak and transitions should flow well.

QUARTERLY COUNSELING FOR ALL AFROTC CADETS - All AS 101 cadets must schedule a time with me for their quarterly counseling. A schedule of available times will be posted on my office door (3rd floor of Converse Hall). All counselings must be accomplished by 27 Oct 06.

AS 101 SCHEDULE

Class	Date	Lesson Name
1	Sept 20/21	Welcome and Course Overview
2	Sept 27/28	Introduction to ROTC
3	Oct 4/5	Air Force Dress and Appearance Standards
4	Oct 11/12	Military Customs and Courtesies
5	Oct 18/19	Air Force Benefits
6	Oct 25/26	Air Force Heritage Pt I
7	Nov 1/2	Air Force Heritage Pt II
8	Nov 8/9	Department of the Air Force
9	Nov 15/16	Group Presentations and Talking Papers Due
10	Nov 22/23	Thanksgiving Break No Class
11	Nov 29/30	Exam Review/Critique
12	Dec 6/7	Final

NOTE: This schedule is subject to change at the instructor’s discretion. Any changes will be announced at least one week prior in class.

I’m looking forward to this time with you future leaders of America!! Enjoy your time in college and in my class: Both will be great experiences!!

MICHAEL A. LEE, Capt, USAF
AS 100 Instructor/ Admissions Officer

AEROSPACE STUDIES 102 SYLLABUS - Winter 2007

TITLE: The Foundations of the United States Air Force

COURSE MEETING TIMES & LOCATION:	Wednesday 2:30 - 3:18p	Converse Hall 210
	Thursday 7:00 - 7:48a	Converse Hall 210
	Thursday 1:30 - 2:18p	Converse Hall 212

INSTRUCTOR: Captain Michael A. Lee "Tony"
Office Phone: 614-292-9508
E-mail: Lee.2498@osu.edu
Office Hours: By appointment between 0730 - 1630 hrs

ALTERNATE INSTRUCTOR: Capt Michael Owens
Office Phone: 614-292-9197
E-mail: Owens.834@osu.edu
Office Hours: By appointment between 0730 - 1630 hrs

WHAT IS THIS CLASS ALL ABOUT?

This class serves as an introduction to the Air Force and the Air Force Reserve Officer Training Corps (AFROTC) program. The course will cover a wide range of topics including basic concepts of officership and basic communication skills. You will demonstrate your command of these topics through, among other things, a midterm, a written exercise, presentations and a final. Air Science 102 is a survey course—in other words, it's meant to be an overview to the material, not an academic backbreaker.

WHAT ABOUT LEADERSHIP LABORATORY (LLAB)?

As an officer candidate cadet in the AFROTC program, you will be involved in the Air Science 102 academic class, as well as LLAB. NOTE: special students are only involved in the academic class. LLAB is pass/fail and is graded separately from the academic class. Regardless of this separation, you are required to pass LLAB in order to remain a viable officer candidate.

HOW DOES THIS CLASS WORK?

Pretty much like any other course. In order to do well, you have to attend class, prepare and complete all assigned reading and coursework on time, pay attention, participate in class discussions, and pass the test. If you are interested and involved in class, you should have a good time and learn a lot.

WHAT ARE OUR GOALS?

- A. Know basic history and understanding of Air Force officership as a profession.
- B. Know the variety of career fields under the AFSC system that is available to ROTC cadets.
- C. Know the various services and activities found on a typical Air Force Base.
- D. Know the Air Force Core Values.
- E. Know the basic characteristics of war.
- F. Know the basic concepts of Air Force leadership.
- G. Know the meaning of the Oath of Office and Commissioning.

ATTENDANCE POLICY: While I do expect attendance at every class meeting, a minimum of 80% class attendance is MANDATORY! Anything less will result in an automatic failing grade for the course. Legitimate absences require documentation that must be presented before the scheduled class period (ex., a doctor's note; not a phone call), and arrangements must be made with me for make-up training. There will be no make-up training for unexcused absences.

REQUIRED TEXT: *The Foundations of the United States Air Force*, T-106 (main textbook)
The Tongue and Quill, Air Force Handout (AFH 33-337)

ITEM RETURN: The required textbooks are yours to keep unless you decide to leave the Air Force ROTC program. You will also be required to return any issued uniform items unless told otherwise. Failure to return issued items will lead to a hold on your student account (i.e., you will be unable to register for future classes).

UNIFORMS: Wear your uniform to ALL your classes on Thursday, unless excused by the instructor. You must comply with Air Force and AFROTC Instructions on proper uniform wear. Further information is provided in the Aerospace Studies General Course Instructions attached to this syllabus.

COURSE AND CLASSROOM PROCEDURES: General course and classroom procedures are described in the Aerospace Studies General Course Instructions attached to this syllabus. However, I would like to highlight the importance of respecting ideas expressed by others and maintaining professionalism at all times. Also, you are allowed to eat and drink in the classroom but I reserve the right to change this policy at any time if it proves to be a disruption to the class.

GRADING CRITERIA:	TOTAL POINTS = 100	GRADE BREAKDOWN		
Quizzes/homework	30	A 93-100	B- 80-82	D+ 68-69
Talking Paper	20	A- 90-92	C+ 78-79	D 60-67
Individual Presentation	20	B+ 88-89	C 73-77	E 59 or less
Final	20	B 83-87	C- 70-72	
Class Participation	10			

NOTE: Full class participation credit requires active input in lecture discussions (about one point per class). Unexcused tardiness decreases possible participation points by ½. As you can see by the grade breakdown, participation can turn your "A" into a "B;" so please be on time and contribute to discussions.

ASSIGNMENTS:

Talking Paper - Your talking paper is due just before you give your individual presentation. The topic of this talking paper will be a "current event involving a US Ally". A talking paper is typically one page long and consists of short sentences of key points, facts, and positions to use as a memory jogger, however it is not an outline. The proper format for this talking paper is in *The Tongue and Quill* on pages 173-174. The identification line at the bottom of the page will contain the following information:

Rank and name/AFROTC Det 645/cadet position (if any) or rank/Detachment phone/typist's initials/date

For example, I would put:

Capt Lee/AFROTC Det 645/UAO/292-9508/mal/08 Sep 06

The talking paper will be graded in accordance with AFOATS Form 9. Papers more than one day late will be docked an additional 5% per day (i.e., the highest possible score for a paper one day late is 75%; two days late is 70%; three days late is 65%, etc.).

5-6 Minute Oral Presentation - For this presentation, your group will brief the class on a current event where a particular "US Ally" was involved. Your current event should have taken place sometime in 2006 or later and you should provide details of the "operation" in which we supported an ally, the ally supported us, or both were working together in support of an "operation" I will critique each presentation using the AFOATS Form 6. I will provide a copy of this critique form and explain in detail the grading criteria prior to the oral presentation lesson. For now, know that 50% of the grade comes from the organization of your information and the other 50% comes from the delivery of the presentation. This presentation should be well rehearsed and should not exceed the allotted time.

QUARTERLY COUNSELING FOR ALL AFROTC CADETS - All AS 102 cadets must schedule a time with me for their quarterly counseling. A schedule of available times will be posted on my office door (3rd floor of Converse Hall). All counselings must be accomplished by 2 Feb 07.

AS 102 SCHEDULE

Lecture	TITLE	Date
1	Welcome and Course Overview	3 & 4 Jan
2	Air Force Core Values: The Price of Admission	10 & 11 Jan
3	War and the American Military	17 & 18 Jan
4	AF Career Opportunities/Installations I	24 & 25 Jan
5	AF Career Opportunities/Installations II	31 Jan & 1 Feb
6	Lead: It's What an Officer Does	7 & 8 Feb
7	Oath of Office: The Last Word	14 & 15 Feb
8	Presentations	21 & 22 Feb
9	Review	28 Feb & 1 Mar
10	Final Exam	7 & 8 Mar

NOTE: This schedule is subject to change at the instructor's discretion. Any changes will be announced at least one week prior in class.

I'm looking forward to this time with you future leaders of America!! Enjoy your time in college and in my class: Both will be great experiences!!

MICHAEL A. LEE, Capt, USAF
AS 100 Instructor/ Admissions Officer

AEROSPACE STUDIES 103 SYLLABUS - Spring 2007

TITLE: The Foundations of the United States Air Force

COURSE MEETING TIMES & LOCATION: Wednesday 2:30 - 3:18p Converse Hall 210
Thursday 7:00 - 7:48a Converse Hall 210
Thursday 1:30 - 2:18p Converse Hall 212

INSTRUCTOR: Captain Michael A. Lee "Tony"
Office Phone: 614-292-9508
E-mail: Lee.2498@osu.edu
Office Hours: By appointment between 0730 - 1630 hrs

ALTERNATE INSTRUCTOR: Capt Michael Owens
Office Phone: 614-292-9197
E-mail: Owens.834@osu.edu
Office Hours: By appointment between 0730 - 1630 hrs

WHAT IS THIS CLASS ALL ABOUT?

This class serves as an introduction to the Air Force and the Air Force Reserve Officer Training Corps (AFROTC) program. The course will cover a wide range of topics including basic concepts of officership and basic communication skills. You will demonstrate your command of these topics through, among other things, a midterm, a written exercise, presentations and a final. Air Science 102 is a survey course—in other words, it's meant to be an overview to the material, not an academic backbreaker.

WHAT ABOUT LEADERSHIP LABORATORY (LLAB)

As an officer candidate cadet in the AFROTC program, you will be involved in the Air Science 103 academic class, as well as LLAB. NOTE: special students are only involved in the academic class. LLAB is pass/fail and is graded separately from the academic class. Regardless of this separation, you are required to pass LLAB in order to remain a viable officer candidate.

HOW DOES THIS CLASS WORK?

Pretty much like any other course. In order to do well, you have to attend class, prepare and complete all assigned reading and coursework on time, pay attention, participate in class discussions, and pass the test. If you are interested and involved in class, you should have a good time and learn a lot.

WHAT ARE OUR GOALS?

- A. Know basic history and understanding of Air Force officership as a profession.
- B. Know the variety of career fields under the AFSC system that is available to ROTC cadets.
- C. Know the various services and activities found on a typical Air Force Base.
- D. Know the Air Force Core Values.
- E. Know the basic characteristics of war.
- F. Know the basic concepts of Air Force leadership.
- G. Know the meaning of the Oath of Office and Commissioning.

ATTENDANCE POLICY: While I do expect attendance at every class meeting, a minimum of 80% class attendance is MANDATORY! Anything less will result in an automatic failing grade for the course. Legitimate absences require documentation that must be presented before the scheduled class period (ex., a doctor's note; not a phone call), and arrangements must be made with me for make-up training. There will be no make-up training for unexcused absences.

REQUIRED TEXT: *The Foundations of the United States Air Force*, T-106 (main textbook)
The Tongue and Quill, Air Force Handout (AFH 33-337)

ITEM RETURN: The required textbooks are yours to keep unless you decide to leave the Air Force ROTC program. You will also be required to return any issued uniform items unless told otherwise. Failure to return issued items will lead to a hold on your student account (i.e., you will be unable to register for future classes).

UNIFORMS: Wear your uniform to ALL your classes on Thursday, unless excused by the instructor. You must comply with Air Force and AFROTC Instructions on proper uniform wear. Further information is provided in the Aerospace Studies General Course Instructions attached to this syllabus.

COURSE AND CLASSROOM PROCEDURES: General course and classroom procedures are described in the Aerospace Studies General Course Instructions attached to this syllabus. However, I would like to highlight the importance of respecting ideas expressed by others and maintaining professionalism at all times. Also, you are allowed to eat and drink in the classroom but I reserve the right to change this policy at any time if it proves to be a disruption to the class.

GRADING CRITERIA:	TOTAL POINTS = 110	GRADE BREAKDOWN		
Quizzes/homework	20	A 93-100	B- 80-82	D+ 68-69
Talking Paper	20	A- 90-92	C+ 78-79	D 60-67
Individual Presentation	20	B+ 88-89	C 73-77	E 59 or less
Written Critique	20	B 83-87	C- 70-72	
Final	20			
Class Participation	10			

NOTE: Full class participation credit requires active input in lecture discussions (about one point per class). Unexcused tardiness decreases possible participation points by ½. As you can see by the grade breakdown, participation can turn your “A” into a “B;” so please be on time and contribute to discussions.

ASSIGNMENTS:

Talking Paper - Your talking paper is due just before you give your individual presentation. The topic of this talking paper will be a “current event in the news dealing with the USAF”. A talking paper is typically one page long and consists of short sentences of key points, facts, and positions to use as a memory jogger, however it is not an outline. The proper format for this talking paper is in *The Tongue and Quill* on pages 209-210. The identification line at the bottom of the page will contain the following information:

Rank and name/AFROTC Det 645/cadet position (if any) or rank/Detachment phone/typist’s initials/date

For example, I would put:

Capt Lee/AFROTC Det 645/UAO/292-9508/mal/08 Sep 06

Papers more than one day late will be docked an additional 5% per day (i.e., the highest possible score for a paper one day late is 75%; two days late is 70%; three days late is 65%, etc.).

4 Minute Oral Presentation - For this presentation, YOU will brief the class on a current event in the news dealing with the Air Force. Your current event should have taken place sometime in 2007. Know that 50% of the grade comes from the organization of your information and the other 50% comes from the delivery of the presentation. This presentation should be well rehearsed and should not exceed the allotted time.

Briefing Critique: You will write a critique on your briefing in the memorandum for record (MFR) format. The MFR should list at least three strengths and three areas for improvement that were observed after watching your briefing. There will be a feedback session after your briefing so you can take notes. Refer to the *Tongue and Quill* pages 193-194 for proper MFR format. The MFR is due one week after you give your briefing.

QUARTERLY COUNSELING FOR ALL AFROTC CADETS - All AS 103 cadets must schedule a time with me for their quarterly counseling. A schedule of available times will be posted on my office door (3rd floor of Converse Hall). All counselings must be accomplished by 26 April 07.

AS 103 SCHEDULE

Lecture	TITLE	Date
1	Welcome & Course Overview	28 & 29 March
2	Military Communication	4 & 5 April
3	Interpersonal Communication	11 & 12 April
4	Team Building: A Central Skill	18 & 19 April
5	Team Building: A Central Skill	25 & 26 April
6	Diversity and Harassment: Managing the Force	2 & 3 May
7	Oral Presentations	9 & 10 May
8	Oral Presentations	16 & 17 May
9	Review	23 & 24 May
10	Final Exam	30 & 31 May

NOTE: This schedule is subject to change at the instructor's discretion. Any changes will be announced at least one week prior in class.

I'm looking forward to this time with you future leaders of America!! Enjoy your time in college and in my class: Both will be great experiences!!

MICHAEL A. LEE, Capt, USAF
AS 100 Instructor/ Admissions Officer

AEROSPACE SCIENCE 201 COURSE SYLLABUS
FALL 2006

COURSE MEETING TIMES:	TIME	LOCATION (CONVERSE HALL)
Tuesday	0705-0753	Rm 210
Thursday	1330-1418	Rm 210

INSTRUCTOR:	Colonel Mike Huhn
OFFICE PHONE/ HOME PHONE:	292-0979/837-9671
EMAIL:	huhn.18@osu.edu
OFFICE HOURS:	By Appointment.. Monday –Friday 0800-1630

OVERVIEW:
<p>The AS 200 course you will be completing this academic year (AS201, AS202, and AS203) is a course designed to examine general aspects of air and space power through a historical perspective. Utilizing this perspective, the course covers a time period from the first balloons and dirigibles to the space-age global positioning systems of the Persian Gulf War. Historical examples are provided to extrapolate the development of Air Force capabilities (competencies), and missions (functions) to demonstrate the evolution of what has become today’s USAF air and space power. Furthermore, the course examines several fundamental truths associated with war in the third dimension: e.g. Principles of War and Tenets of Air and Space Power. As a whole, this course will provide you with a knowledge level understanding of the general element and employment of air and space power, from an institutional, doctrinal, and historical perspective. In addition, you will be inculcated into the Air Force Core Values (Integrity First, Service Before Self, and Excellence in All We Do) with the use of operational examples. Also, you will conduct several writing and briefing exercises to meet Air Force communication skills requirements throughout the academic year.</p>

COURSE GOALS/ OBJECTIVES:
<ul style="list-style-type: none"> • KNOW the key terms and definitions used to describe air and space power. • KNOW the events, leaders and technical developments, which surrounded the evolution and employment of USAF air and space power. • DEMONSTRATE basic verbal and written communication skills. • KNOW the Air Force core values and examples of their use throughout the evolution of US Air and Space power.

REQUIRED TEXTS: (WE PROVIDE THESE)	
American Military Aviation- The Indispensable Arm	Charles Gross
Introduction to the United States Air Force	T-211
Cadet Study Guide	T-213
Tongue & Quill	AFH 33-337

QUARTERLY COUNSELING:
<p>Scheduled quarterly counseling is required of all AFROTC students not later than 27 Oct 06. I will attach a master copy of appointments to my office door located on the Third Floor of Converse Hall.</p>

WEARING THE UNIFORM:	
<p>You are required to wear your uniform on all Thursday's during the quarter. Read the Cadet Operation Orders for specific uniform instructions for the week. Tuesday students <i>do not have to wear their uniform to class</i>, however you are still required to maintain proper CLASSROOM PROCEDURES as discussed in the first class.</p>	

GRADING:		
Mid-term	30%	30 points
Final Exam	30%	30 points
Participation	10%	10 points
Individual Written Assignment	15%	15 points
Presentation	15%	15 points

Participation:	
<p><i>Actively participate in class discussions</i>, and please respect the ideas presented by others! Attendance comprises a portion of your participation grade. 80% class attendance is MANDATORY! If you cannot attend a class, <i>make an effort</i> to attend the other class session offered in AS 201 for that week (NOTE: Inform the instructor when this occurs). If a conflict arises, please coordinate the excused absence with the instructor before the class period. Any uncoordinated absences will result in an unexcused absence. For each class you attend (Tardiness results in a 0.5 point reduction) and actively participate in (EX: answering a question) you will receive 1 point. There will be a total of 10 participation points available in the quarter. This is important because as future officers you need to constantly develop your communication skills, and the classroom setting provides the perfect place to practice making well thought out questions/comments.</p>	

Individual Written Assignment	
<p>You are to write a BULLET BACKGROUND PAPER (BBP) describing your thoughts on how air power should develop in the 21st Century. The BULLET BACKGROUND PAPER format is described in your "TONGUE & QUILL" (AFH 33-337, dated 1 Aug 04), on pages 211-213. The MINIMUM/ MAXIMUM length for this paper is 1 to 2 pages (12-point font required). NOTE: The writing assignment will be due on either 26 or 31 Oct.</p>	
SCOREING	
<p>FORMAT: 1-inch margin all around; double spaced; identification line; page numbers; length 1-2 pages</p> <p>INTRODUCTORY PARAGRAPH: clear statement of purpose and an outline or "roadmap" for the paper</p> <p>BASIC DISCUSSION: cohesive, single-idea paragraphs</p> <p>CONCLUSION/SUMMARY: summarized accomplishments</p> <p>IMPACT: logical flow to paper; insightful analysis</p>	

Presentation - SAME TOPIC as WRITTEN ASSIGNMENT
Your Oral Presentation will be 3-4 minutes in duration consolidating the material in your BULLET BACKGROUND PAPER. For every 20 seconds over 4 minutes you will lose 0.5 points, and for every 20 seconds under 3 minutes you will lose 0.5 points. We may need to stop your presentation, excluding the question and answer period, if it goes over 6 minutes. Use of power point slides is highly encouraged. All presentations will be given from 26 Oct to 30 Nov as class time becomes available.
SCOREING
ATTENTION/ OVERVIEW: State your name. Then cover the main points listed on your BBP in a clear distinct fashion.
MOTIVATION: Establish a need for your classmates to listen; get them interested
CONTENT: Clear organization; is your topic well supported; is it presented at the appropriate level?
SUPPORT: Cite any sources utilized; state them to your classmates
QUESTIONS: Ask for them and be prepared to answer them

- Additional materials can be utilized, however they are not required.

General course instructions regarding academic and classroom policies are found in the Air Force Aerospace Studies General Course Instructions attached to this syllabus.

Schedule for AS201 - Fall 06 Quarter

Lesson	Dates	Lesson Information
1	21 Sep (TH) 26 Sep (TU)	Introduction to AS201/ Course Administration OBJECTIVE: Know the AS201 course material to be covered and course requirements to be met. PREPARATION: None.
2	21 Sep (TH) 26 Sep (TU)	Air and Space Power Defined OBJECTIVE: Know the definition of Air and Space Power and the components that help describe it. PREPARATION: AMA pp 3-9.
3	28 Sep (TH) 3 Oct (TU)	Early Flight to World War I OBJECTIVE: Know the key events and personalities, which formed the history of the United States Air Force from lighter-than-air aviation to the beginning of World War I. PREPARATION: AMA pp 11-29
4	5 Oct (TH) 10 Oct (TU)	Advent of the Air Age World War I (1914-1918) OBJECTIVE: Know the significance of airpower prior to and during World War I. PREPARATION: AMA pp 29-47; T-211 pp 5-8
5	12 Oct (TH) 17 Oct (TU)	Interwar Years and the Development of Air Doctrine OBJECTIVE: Know the significance of airpower during the Interwar Years. PREPARATION: AMA pp 48-67 and 72-84
TEST	19 Oct (TH) 24 Oct (TU)	In-class Midterm
6	26 Oct (TH) *BBP Due* 31 Oct (TU) *BBP Due*	Airpower in WW II: Part I OBJECTIVE: Know the level of American preparation for WWII in 1940 and 1941. PREPARATION: AMA pp 84-108; T-211 pp 21-47 *Class Presentations*
7	2 Nov (TH) 7 Nov (TU)	European Theater in WW II: Part II OBJECTIVE: Know how airpower was employed in the European Theater during World War II. PREPARATION: AMA pp 108-119 *Class Presentations*
8	9 Nov (TH) 14 Nov (TU)	End of WWII OBJECTIVE: Know how airpower was employed in the Pacific Theater during World War II. PREPARATION: AMA pp 119-141 *Class Presentations*
	16 Nov (TH) 21 Nov (TU)	*Class Presentations*
TEST	30 Nov (TH) 28 Nov (TU)	Final Exam- Not Comprehensive *Class Presentations*

AEROSPACE SCIENCE 202 COURSE SYLLABUS

WINTER 2007

COURSE MEETING TIMES:	TIME	LOCATION (CONVERSE HALL)
Tuesday	0705-0753	Rm 210
Thursday	1330-1418	Rm 210

INSTRUCTOR:	Colonel Mike Huhn
OFFICE PHONE/ HOME PHONE:	292-0979/837-9671
EMAIL:	huhn.18@osu.edu
OFFICE HOURS:	By Appointment.. Monday –Friday 0800-1630

OVERVIEW:
<p>The AS 200 course you will be completing this academic year (AS201, AS202, and AS203) is a course designed to examine general aspects of air and space power through a historical perspective. Utilizing this perspective, the course covers a time period from the first balloons and dirigibles to the space-age global positioning systems of the Persian Gulf War. Historical examples are provided to extrapolate the development of Air Force capabilities (competencies), and missions (functions) to demonstrate the evolution of what has become today's USAF air and space power. Furthermore, the course examines several fundamental truths associated with war in the third dimension: e.g. Principles of War and Tenets of Air and Space Power. As a whole, this course will provide you with a knowledge level understanding of the general element and employment of air and space power, from an institutional, doctrinal, and historical perspective. In addition, you will be inculcated into the Air Force Core Values (Integrity First, Service Before Self, and Excellence in All We Do) with the use of operational examples. Also, you will conduct several writing and briefing exercises to meet Air Force communication skills requirements throughout the academic year.</p>

COURSE GOALS/ OBJECTIVES:
<ul style="list-style-type: none">• KNOW the key terms and definitions used to describe air and space power.• KNOW the events, leaders and technical developments, which surrounded the evolution and employment of USAF air and space power.• DEMONSTRATE basic verbal and written communication skills.• KNOW the Air Force core values and examples of their use throughout the evolution of US Air and Space power.

REQUIRED TEXTS: (WE PROVIDE THESE)	
American Military Aviation- The Indispensable Arm	Charles Gross
Introduction to the United States Air Force	T-211
Cadet Study Guide	T-213
Tongue & Quill	AFH 33-337

QUARTERLY COUNSELING:
Scheduled quarterly counseling is required of all ROTC students not later than 2 Feb 07. I will attach a master copy of appointments to my office door located on the Third Floor of Converse Hall.

WEARING THE UNIFORM:	
<p>You are required to wear your uniform on all Thursday's during the quarter. Read the Cadet Operation Orders for specific uniform instructions for the week. Tuesday students <i>do not have to wear their uniform to class</i>; however you are still required to maintain proper classroom procedures as discussed in the first class.</p>	

GRADING:		
Mid-term	30%	30 points
Final Exam	30%	30 points
ACTIVE Participation	10%	10 points
Individual Written Assignment	15%	15 points
Presentation	15%	15 points

Participation:	
<p><i>Actively participate in class discussion!</i> Attendance comprises a portion of your participation grade. 80% class attendance is MANDATORY! If you cannot attend a class <i>make an effort</i> to attend the other class session offered in AS 202 for that week (NOTE: Inform the instructor when this occurs). If a conflict arises, please coordinate the excused absence with the instructor before the class period. For each class you attend (Tardiness results in a 0.5 point reduction) and actively participate in (EX: answering a question) you will receive 1 point. There will be a total of 10 participation points available in the quarter. This is important because as future officers you need to constantly develop your communication skills, and the classroom setting provides the perfect place to practice making well thought out questions/comments.</p>	

Individual Written Assignment	
<p>You are to write an OFFICIAL MEMO describing a job (AFSC) in the Air Force. The OFFICIAL MEMO format is described in your "TONGUE & QUILL" (AFH 33-337, dated 1 Aug 04), on pages 183-185. The MINIMUM/ MAXIMUM length for this paper is 1 to 2 pages (12-point font required). The letterhead template is on the Detachment website under cadet publications/forms. NOTE: The writing assignment will be due 1 & 6 Feb.</p>	
<u>SCOREING</u>	
<p>FORMAT: 1-inch left/right/bottom margin, proper spacing throughout INTRODUCTORY PARAGRAPH: Need purpose, statement, and overview MAIN IDEAS: Facts and reasons supporting ideas CLOSURE & POINT OF CONTACT INFORMATION: Normally used IMPACT: logical flow to paper; insightful analysis</p>	

Presentation - SAME TOPIC as WRITTEN ASSIGNMENT
Your Oral Presentation will be 3-4 minutes in duration explaining the material in your OFFICIAL MEMO. For every 20 seconds over 4 minutes you will lose 0.5 points, and for every 20 seconds under 3 minutes you will lose 0.5 points. Use of power-point slides is highly encouraged and usually helps your briefing. All presentations will be given starting 1 & 6 Feb. To preclude hearing about the same Air Force job over and over, only one person will be allowed to brief each AFSC in each class. *** AN AFSC SIGNUP SHEET WILL BE POSTED ON MY OFFICE DOOR***.
SCOREING
ATTENTION/ OVERVIEW: State your name and your TOPIC. Then cover the main points listed on your OFFICIAL MEMO in a clear distinct fashion.
MOTIVATION: Establish a need for your classmates to listen; get them interested
CONTENT: Discuss any mandatory or desirable degree requirements required to enter the career field. Talk about the Tech School location(s) and length. Go over possible basing locations. Describe a normal day in the career field and usual TDY requirements and deployments.
SUPPORT: Cite Sources utilized; state them to your classmates (Hint: Look at AFI 36-2105, Officer Career Guide at the AFPC website, and the AFPC website for your AFSC)
QUESTIONS: Ask for them and be prepared to answer them

WRITTEN/ ORAL TOPICS FOR AS 202		
Air Battle Management	Communication/Computer Officer	Contracting Officer
Air Traffic Control		Financial Management Off.
Space/Missile	Combat Control Officer	Cost Analyst Officer
Intelligence	Public Affairs Officer	Pilot
Weather	Personnel/Manpower/Services	Navigator
Aircraft/ Munitions MX	Nurse	OSI
Logistics Readiness Officer	Scientific Officer	Aerospace Physiologists
Missile Maintenance	Aeronautical Engineer	Bioenvironmental Engr
Security Forces Officer	Astronautical Engineer	Physical Therapist
Civil Engineer (Architect)	Computer Engineer	Dietician
Civil Engineer (Electrical)	Electrical Engineer	Health Physicists
Civil Engineer (Mechanical)	Project Engineer	Health Services Administra
Civil Engineer (General)	Mechanical Engineer	
Civil Engr (Environmental)	Acquisition Management	

*****In your written and oral presentation talk about any entry requirements for the career field, where and how long training is, what a normal work day would be like, and bases you could be stationed at after training.*****

General course instructions regarding academic and classroom policies are found in the Air Force Aerospace Studies General Course Instructions attached to this syllabus.

Schedule for AS202 – WINTER 2007 Quarter		
Lesson	Dates	Lesson Information
10	4 & 9 Jan	An Independent Air Force and the Cold War OBJECTIVE: Know how the National Security Act of 1947 established an independent Air Force and recognize its affect on the Air Force's early roles and missions. In addition, recognize the technological advances that led up to the U.S./Soviet Cold War. PREPARATION: AMA pp.142 and pp. 49-59
11	11 & 16 Jan	The Berlin Airlift: "Operation VITTLES" OBJECTIVE: Know the impact the Berlin Airlift had on the newly formed USAF as the first major confrontation of the Cold War. PREPARATION: AMA pp 147-149.
12 & 13	18 & 23 Jan	LeMay, Korea, and Nuclear Deterrence OBJECTIVE: Know the role of USAF airpower during the Korean War. Understand the importance of the Strategic Air Command (SAC). Recognize the development of Intercontinental Ballistic Missiles (ICBMs) as a weapon. PREPARATION: AMA pp 149-194
TEST	25 & 30 Jan	In-Class Midterm
17	1 & 6 Feb "Official Memo Due"	Vietnam: Part I OBJECTIVE: Know the significant events surrounding the U.S. Air Force's involvement in the war in Southeast Asia. PREPARATION: AMA pp 194-217; T-211 pp 69-86 CLASS PRESENTATIONS
18	8 & 13 Feb	Vietnam: Part II OBJECTIVE: Know how airpower was used during the war in Southeast Asia. PREPARATION: AMA pp 194-217; T-211 pp 69-86 CLASS PRESENTATIONS
19	15 & 20 Feb	Rebuilding for an Air and Space Force OBJECTIVE: Know events surrounding the growth and development of airpower after Vietnam and the importance of military operations occurring in the 1980's. PREPARATION: AMA pp 218-254; T-211 pp 87-90 CLASS PRESENTATIONS
	22 & 27 Feb 1 Mar	CLASS PRESENTATIONS CLASS PRESENTATIONS
TEST	6 & 8 Mar	Final Exam- Not Comprehensive <i>Class Presentations</i>

AEROSPACE SCIENCE 203 COURSE SYLLABUS
SPRING 2007

COURSE MEETING TIMES:	TIME	LOCATION (CONVERSE HALL)
Tuesday	0700-0748	Rm 210
Thursday	1330-1418	Rm 210

INSTRUCTOR:	Colonel Mike Huhn
OFFICE PHONE/ HOME PHONE:	292-0979/837-9671
EMAIL:	huhn.18@osu.edu
OFFICE HOURS:	By Appointment.. Monday –Friday 0800-1630

OVERVIEW:
<p>The AS 200 course you will be completing this academic year (AS201, AS202, and AS203) is a course designed to examine general aspects of air and space power through a historical perspective. Utilizing this perspective, the course covers a time period from the first balloons and dirigibles to the space-age global positioning systems of the Persian Gulf War. Historical examples are provided to extrapolate the development of Air Force capabilities (competencies), and missions (functions) to demonstrate the evolution of what has become today's USAF air and space power. Furthermore, the course examines several fundamental truths associated with war in the third dimension: e.g. Principles of War and Tenets of Air and Space Power. As a whole, this course will provide you with a knowledge level understanding of the general element and employment of air and space power, from an institutional, doctrinal, and historical perspective. In addition, you will be inculcated into the Air Force Core Values (Integrity First, Service Before Self, and Excellence in All We Do) with the use of operational examples. Also, you will conduct several writing and briefing exercises to meet Air Force communication skills requirements throughout the academic year.</p>

COURSE GOALS/ OBJECTIVES:
<ul style="list-style-type: none"> • KNOW the key terms and definitions used to describe air and space power. • KNOW the events, leaders and technical developments, which surrounded the evolution and employment of USAF air and space power. • DEMONSTRATE basic verbal and written communication skills. • KNOW the Air Force core values and examples of their use throughout the evolution of US Air and Space power.

REQUIRED TEXTS: (WE PROVIDE THESE)	
American Military Aviation- The Indispensable Arm	Charles Gross
Introduction to the United States Air Force	T-211
Cadet Study Guide	T-213
Tongue & Quill	AFH 33-337

QUARTERLY COUNSELING:
<p>Scheduled quarterly counseling is required of all ROTC students not later than 27 Apr 07. I will attach a master copy of appointments to my office door located on the Third Floor of Converse Hall.</p>

WEARING THE UNIFORM:	
<p>You are required to wear your uniform on all Thursday's during the quarter. Read the Cadet Operation Orders for specific uniform instructions for the week. Tuesday morning students <i>do not have to wear their uniform to class</i>, however you are still required to maintain proper CLASSROOM PROCEDURES as discussed in the first class.</p>	

GRADING:		
Exam	45%	45 points
Participation	10%	10 points
Individual Written Assignment	15%	15 points
Presentation	30%	30 points

Participation:	
<p><i>Actively participate in class discussion!</i> Attendance comprises a portion of your participation grade. 80% class attendance is MANDATORY! If you cannot attend a class <i>make an effort</i> to attend the other class session offered in AS 203 for that week (NOTE: Inform the instructor when this occurs). If a conflict arises, please coordinate the excused absence with the instructor before the class period. Any uncoordinated absences will result in an unexcused absence. For each class you attend (Tardiness results in a 0.5 point reduction) and actively participate in (EX: answering a question) you will receive 1 point. There will be a total of 10 participation points available in the quarter. This is important because as future officers you need to constantly develop your communication skills, and the classroom setting provides the perfect place to practice making well thought out questions/comments.</p>	

Individual Written Assignment	
<p>You are to write a Personal Letter describing a base you might volunteer for after commissioning; this should include the pros/cons of that base. The Personal Letter format is described in your "TONGUE & QUILL" (AFH 33-337, dated 1 Aug 04), on pages 166-168. Length for this paper is 1 to 2 pages (12-point font required). Letterhead template is on the Detachment website under cadet publications/forms. Each base will be written about and briefed only once in each class, a sign-up list is posted on my door. The earlier you sign-up, the better your chance to get the base you desire. The SITES website is an excellent source for your information, see me if you have problems getting access. NOTE: The writing assignment will be due between 1 & 3 May.</p>	
SCOREING	
<p>FORMAT: Two inch top margin and 1-inch margin on the sides and bottom; single spaced INTRODUCTORY PARAGRAPH: clear statement of purpose BASIC DISCUSSION: cohesive, single-idea paragraphs CONCLUSION/SUMMARY: summarize IMPACT: logical flow to paper; insightful analysis</p>	

General course instructions regarding academic and classroom policies are in the Air Force Aerospace Studies General Course Instructions found on the Detachment Webpage.

Presentation - SAME TOPIC as WRITTEN ASSIGNMENT
Your Oral Presentation will be 10 minutes in duration consolidating the material in your Personal Letter. Do not talk about the BX and Commissary since all bases have one, history of the base is minimally important. Discuss base housing availability, off-base apartment availability and costs. Is there much nightlife in the local area. Show on a map where the base is located. What Masters Degree's are offered on the base. All presentations will be given between 1 to 31 May.
SCORING
ATTENTION/ OVERVIEW: State your name and the base you will talk about.
MOTIVATION: Establish a need for your classmates to listen; get them interested
CONTENT: Clear organization; is your topic well supported? Cover the pro's and con's of the base, is it a good base for single officers, married officers or both?.
SUPPORT: Cite any sources utilized; state them to your classmates. Make the slides a value added to the briefing.
QUESTIONS: Ask for them and be prepared to answer them

Schedule for AS 203 – Spring 07 Quarter		
Lesson	Dates	Lesson Information
22	27-29 Mar	The Persian Gulf War OBJECTIVE: Know the key events of Operation DESERT SHIELD/STORM and the impact of air and space power to its success during the Persian Gulf War. PREPARATION: AMA pp 254-273...T-211 pp 91-95
23	3-5 Apr	Post-Cold War USAF Operations OBJECTIVE: Know the major conflicts involving the USAF after the Persian Gulf War. PREPARATION: AMA pp 273-282...T-211 pp 92-108
24	10-12 Apr	Conflict in the Former Republic of Yugoslavia OBJECTIVE: Know the major issues concerning the conflict in the Balkans. PREPARATION: AMA pp 282-293
25	17-19 Apr	The Global War on Terrorism: Operations ENDURING FREEDOM and IRAQI FREEDOM OBJECTIVE: Know the background, major uses of air and space power, and emerging lessons learned from Operations ENDURING FREEDOM and IRAQI FREEDOM. PREPARATION: None
TEST	24-26 Apr	In-class Test
	1-3 May *Personal Letter Due	In-class Briefings...(at least four people need to be ready to brief)
	8-10 May	In-class Briefings
	15-17 May	In-class Briefings
	22-24 May	In-class Briefings
	29-31 May	In-class Briefings

**AEROSPACE STUDIES 301 COURSE SYLLABUS
FALL QUARTER 2006**

TITLE: Air Force Leadership Studies

COURSE MEETING TIMES: Tuesday, Thursday, 0700-0818 or Tuesday, Thursday, 1230-1348, Converse Hall, Room 228

INSTRUCTOR: Maj Bud Zinni

Office Phone: 292-5441

Office Hours: By appointment (Duty hours 0730-1630)

E-Mail: zinni.8@osu.edu

WELCOME BACK!!!!!! Congratulations on completing Field Training (for those that will attend this coming summer, don't worry about it, talk with the others, they will tell you how fun and easy it was.) You are now POC cadets - leaders of your Corps. With that comes responsibilities and challenges -- meet them head on and you will do well. Commissioning is fast approaching -- what you do now is preparation for active duty.

AS301: Air Science 300 series will study a variety of subjects relating to the roles and responsibilities of Air Force officers. We will cover topics such as leadership, ethics, supervision, management, counseling, problem solving, and communications. Air Force officers are expected to know how to effectively write and speak. Being able to effectively write and speak will carry you long after your active duty career - it will be with you forever. The only way to get better at these is to practice. You may not like it, but it's something you'll have to do. Details will be provided in class for these assignments. To do well in this course you will need to do the readings before the scheduled class meeting, ask questions, and participate in class discussions.

CLASSROOM PROCEDURES: Classroom procedures are described in the Aerospace Studies General Course Instructions attached to this syllabus. Of most importance, please respect the ideas expressed by others and maintain your professionalism at all times. You are allowed to eat and drink in the classroom, but I reserve the right to change this policy at any time if it proves to be a disruption to the class.

GENERAL INFORMATION: Guidelines regarding academic and classroom policies are found in the Aerospace Studies General Course Instructions attached to this syllabus.

ATTENDANCE: Now that you are in the POC and nearing active duty, attendance is even more important. Please notice that I take attendance and participation very seriously; 10% of your final grade is attendance and participation. Participation includes a variety of areas to include asking/answering questions, facilitating case studies, and leading class discussions. A minimum of 80% attendance is required; attendance below this is an automatic failure. This may sound dramatic; however, you will be expected to be at work every day once on active duty, unless you have a valid excuse. Sleeping-in or a minor illness (headache) is not a valid excuse.

If a conflict arises, please coordinate the excused absence with me before the class period. Any uncoordinated absences will result in an unexcused absence.

ANNUAL COURSE GOALS: *(Each will not be covered every quarter)*

1. *Apply listening, speaking, and writing skills in Air Force-peculiar formats and situations with accuracy, clarity, and appropriate style.*
2. *Comprehend selected individual leadership skills and personal strengths and weaknesses as applied in an Air Force environment.*
3. *Comprehend selected Air Force officers' duties and responsibilities as a subordinate leader.*
4. *Comprehend the responsibility and authority of an Air Force officer.*
5. *Comprehend the Air Force officers' responsibilities in the counseling and feedback process.*
6. *Comprehend and apply concepts of ethical behavior.*

REQUIRED TEXTS:

- a. *AS300, United States Air Force Leadership Studies*
- b. *Tongue and Quill (AFH 33-337)*
- c. *AU-24, Concepts for Air Force Leadership*

SUPPLEMENTAL: Any supplemental material will be handed out during the quarter.

UNIFORM: Uniforms are to be worn on Thursdays, unless the weekly Operations Order dictates otherwise, or excused by the instructor. You are expected to comply with Air Force Instructions and AFROTC Instructors on proper uniform wear since you set the example to the GMC.

OTHER ADMINISTRIVIA:

1. Report any civil involvements within 72 hours of the start of fall quarter classes.
2. Update your locator card with the receptionist.
3. Sign-up for quarterly counseling. **Must be completed by 27 Oct.**

GRADING CRITERIA:

<u>ITEM</u>	<u>POINTS</u>	<u>PERCENTAGE</u>
2 Quizzes	200	20%
Comprehensive Final Exam	400	40%
Comm Skills Exercise	300	30%
Attendance	<u>100</u>	<u>10%</u>
TOTAL	1000	100%

ASSIGNMENTS: The Comm Skills Exercise will consist of an oral presentation and written assignment. Each student will select a topic from the instructor provided approved topics. Students will then present a 5-7 minute briefing during class starting on **3 October**. A sign-up sheet for topics and presentation dates will be posted on my office door. Additionally each student will prepare a talking paper about their assigned topic in the format prescribed in the Tongue and Quill. The oral portion will be worth 70% of the Comm Skills points and the written portion will account for the remaining 30%. The written portion **MUST** be submitted in class the day the topic is presented. Failure to submit the written portion will result in a 10-point penalty per day. Failure to present on the assigned date will result in a 25-point penalty. Failure to meet the 5-7 minute time criteria will result in a 10-point penalty on the assignment. In addition to the Comm Skills Exercise, there will be 2 quizzes, and a comprehensive final exam.

NOTE: Classroom discussions are important in this course, and you are expected to participate. Believe me, you surely do not want me to stand up in front of the classroom and simply teach every day. Let's mix it up and have fun while learning at the same time. Food and drink are allowed in the classroom as long as they do not get in the way. You will be responsible for cleaning up your trash. At anytime if you feel there is something we can do to make the classes better, let me know. Good luck and don't wait to ask if you need help.

2 Attachments

1. General Course Instructions
2. AS 301 Lesson Schedule

AIR FORCE AEROSPACE STUDIES

GENERAL COURSE INSTRUCTIONS 06-07

PURPOSE: The purpose of the General Course Instructions are to ensure that all Aerospace Studies students are informed on Air Force ROTC and Detachment 645 academic and classroom policies.

CLASSROOM PROCEDURES:

This instruction provides direction on the following important areas:

- **Calling the room to attention:**
 - Cadets will call the room to attention when the instructor enters and departs the classroom.
- **Eating in the classroom:**
 - Cadets are allowed to eat and drink during class if it does not disturb class. If a class is disrupted, the privilege will be taken away. This privilege can also be revoked if it creates a mess in the classroom.
- **Attendance:**
 - **80% attendance is MANDATORY!** Less than 80% attendance will result in a failing grade.
 - Written excuse letters are required within 72 hours of absence to be considered by the instructor as an excused absence. The instructor will make a case-by-case determination whether an absence is excused. Oversleeping and minor illness (unless accompanied by note from a medical professional) will not be considered a valid excuse.
 - Whenever possible, cadets will notify their instructors in advance of any circumstances which may cause prolonged absence from class.
- **Tardiness:**
 - All students are expected to arrive to class on time. Cadets arriving late will

enter the class with minimal disruption and promptly take a seat. The cadet will see the instructor immediately after class to explain the tardiness. Instructors will handle tardiness on a case-by-case basis, but the instructor has the option of giving the student zero participation points for the class.

TESTABLE AREAS: The Samples of Behavior (SOB) for each lesson identify the testable material. The information for each SOB will be included in the reading assignments, instructor lectures, guest speakers, handouts, films, or videos.

FINAL EXAMS: Final examinations will normally be taken by the student at the time published by the university for that particular Air Science course. If a particular Air Science course has more than one offered examination time, students may elect to take the final exam at whichever time is most convenient for them. In the event one of these scheduled times does not fit into the student's overall final exam schedule, he/she may request relief from the instructor, and take the exam in the scheduled exam period for one of the other Air Science courses.

ASSIGNMENTS: Assignments are due on the day indicated. Unexcused late submissions **WILL** result in a lower grade. This will be dealt with on a case-by-case basis, but normally the assignments will be reduced one letter grade per day late.

REQUESTS FOR EXTENSIONS: Students who experience difficulties in meeting course requirements due to unusual circumstances may request time extensions

from their instructors. The instructor will consider each situation on a case-by-case basis. Students MUST comply with the established course-required times until the instructor grants a time extension. In short, make NO assumption that the instructor will automatically grant a time extension.

CLASS PARTICIPATION: Class participation is an important GRADED part of all Air Science courses. This grade is based on your attendance and the instructor's evaluation of your preparation, attention, and active participation in class. Being present may not earn you any class participation points – attendance and active involvement are necessary for participation points. Active participation is an essential element of leadership.

INITIAL AND QUARTERLY COUNSELING: All AFROTC cadets will be counseled by their instructor on a quarterly basis. The higher numbered course instructor will conduct counseling for dual-enrolled students. ALL contract/new cadets should have their quarterly/initial counseling completed NOT LATER THAN the following dates:

Autumn 2006	27 October 2006
Winter 2007	2 February 2007
Spring 2007	27 April 2007

Other students will be counseled by the last day of classes and before the start of final exams, or as stipulated by the course instructor. Additional counseling will be scheduled as required. Special students are invited to schedule counseling sessions if desired.

SPECIAL NEEDS: Any student with disabilities who needs accommodation in this course is encouraged to speak with the instructor as soon as possible to make appropriate arrangements for these accommodations.

GRADING CRITERIA: The grade determination criteria applied to all AFROTC Air Science courses is The Ohio State University standard. It is repeated below for informational purposes.

GRADE PERCENTAGE

A	93 – 100
A-	90 – 92
B+	88 – 89
B	83 – 87
B-	80 – 82
C+	78 – 79
C	73 – 77
C-	70 – 72
D+	68 - 69*
D	60 - 67*
E	59 and below*

* - Investigate for Disenrollment

FALL 2006 LESSON SCHEDULE

All readings are in the Air and Space Studies 300 Reader unless otherwise noted.

DATE	LESSON	TITLE	PREPARATION
21 Sep	Admin 1	---- Introduction to Leadership	---- Read AS300 Leadership Studies Lsn # 1
26 Sep	6	Introduction to Critical Thinking	Read AS300 Leadership Studies #6
28 Sep	2	Air Force Leadership	Read AS300 Leadership Studies #2
3 Oct	2	AF Leadership/ <i>Glory</i>	Review AS300 Leadership Studies #2
5 Oct	2	AF Leadership/ <i>Glory</i>	Review AS300 Leadership Studies #2
10 Oct	7	AF Effective Writing	Read AS300 Leadership Studies #7
12 Oct	8	Writing Strategies	Read AS300 Leadership Studies #8 QUIZ #1
17 Oct	9	Basics of Briefing	Read AS300 Leadership Studies #9
19 Oct	16	Editing	Read AS300 Leadership Studies #16
24 Oct		Bob Evans	
26 Oct	3	Profession of Arms	Read AS300 Leadership Studies #3
31 Oct	4	Assessing Leaders	Read AS300 Leadership Studies #4
2 Nov	10	Problem Solving	Read AS300 Leadership Studies #10
7 Nov	12	Management Functions and Principles	Read AS300 Leadership Studies #12
9 Nov	11	Problem Solving Exercise	Review AS300 Leadership Studies #10 QUIZ #2
14 Nov	13	Followership	Read AS300 Leadership Studies #14
16 Nov	14	Team Building	Read AS300 Leadership Studies #15
21 Nov	14	Team Building	Review AS300 Leadership Studies #15
23 Nov		Thanksgiving	No class
28 Nov	15	Motivation	Read AS300 Leadership Studies #16
30 Nov		Comprehensive Final Exam	Study

AEROSPACE STUDIES 302 COURSE SYLLABUS
WINTER QUARTER 2007
3 Jan –9 Mar 07

TITLE: Air Force Leadership Studies

COURSE MEETING TIMES: Tuesday, Thursday, 0700-0818 or Tuesday, Thursday, 1230-1348,
Converse Hall, Room 228

INSTRUCTOR: Maj Bud Zinni

Office Phone: 292-5441

Office Hours: Duty hours 0730-1630, open door

E-Mail: zinni.8@osu.edu

AS302: Air Science 300 series will study a variety of subjects relating to the roles and responsibilities of Air Force officers. We will cover topics such as leadership, ethics, management, training philosophy, counseling, problem solving, and communications. Air Force officers are expected to know how to effectively write and speak. Being able to effectively write and speak will carry you long after your active duty career - it will be with you forever. The only way to get better at these is to practice. You may not like it, but it's something you'll have to do. Details will be provided in class for these assignments. To do well in this course you will need to do the readings before the scheduled class meeting, ask questions, and participate in class discussions.

CLASSROOM PROCEDURES: Classroom procedures are described in the Aerospace Studies General Course Instructions attached to this syllabus. Of most importance, please respect the ideas expressed by others and maintain your professionalism at all times. You are allowed to eat and drink in the classroom, but I reserve the right to change this policy at any time if it proves to be a disruption to the class.

GENERAL INFORMATION: Guidelines regarding academic and classroom policies are found in the Aerospace Studies General Course Instructions attached to this syllabus.

ATTENDANCE: The academic attendance standard is 80 %. This standard has a very simple application. Any unexcused absences that bring attendance below 80% constitute an automatic course failure. Sleeping-in or a minor illness (headache) is not a valid excuse. If a conflict arises, please coordinate the excused absence with me before the class period. Any uncoordinated absences will result in an unexcused absence. Each unexcused absence will take 5% off your attendance score, therefore, if you miss more than four classes you will fail the course.

ANNUAL COURSE GOALS: *(Each will not be covered every quarter)*

1. *Apply listening, speaking, and writing skills in Air Force-peculiar formats and situations with accuracy, clarity, and appropriate style.*
2. *Comprehend selected individual leadership skills and personal strengths and weaknesses as applied in an Air Force environment.*
3. *Comprehend selected Air Force officers' duties and responsibilities as a subordinate leader.*
4. *Comprehend the responsibility and authority of an Air Force officer.*
5. *Comprehend the Air Force officers' responsibilities in the counseling and feedback process.*
6. *Comprehend and apply concepts of ethical behavior.*

REQUIRED TEXTS:

- a. *AS300, United States Air Force Leadership Studies*
- b. *Tongue and Quill (AFH 33-337/AFH 37-137(old))*
- c. *AU-24, Concepts for Air Force Leadership*

SUPPLEMENTAL: Any supplemental material will be handed out during the quarter.

UNIFORM: Uniforms are to be worn on Thursdays, unless the weekly Operations Order dictates otherwise, or excused by the instructor. Please comply with Air Force Instructions and AFROTC Instructors on proper uniform wear. PT uniform is authorized for class if class immediately follows a PT session.

- OTHER ADMINISTRIVIA:**
- 1. Report any civil involvements within 72 hours.
 - 2. Update any changes to your locator card with the NCOs.
 - 3. Sign-up for quarterly counseling. **Must be completed by 2 Feb 07.**

GRADING CRITERIA:

<u>ITEM</u>	<u>PERCENTAGE</u>
Midterm	25%
Final	35%
Facilitate Case Study	30%
Participation & Attendance	<u>10%</u>
TOTAL	100%

ASSIGNMENTS: The lessons in this quarter require a lot of class discussion. You are expected to know the prerequisite lecture material and to pay attention to the supporting video material. There will be two exams, each consisting of 20 or more questions. The final exam will be comprehensive, but the bulk of the exam will be based on the SOBs for the last half of the quarter. Your communications measurement will be an impromptu presentation of a case study from the student reader. There are 20 case studies, 12 in Lesson 22, 8 in Lesson 26. You will be evaluated on your level of preparation, not on whether you are able to determine the "right answer". Of course if you do your research you can arrive at an acceptable "Air Force" answer.

NOTE: Classroom discussions are important in this course, and you are expected to participate. In fact, this quarter you will be graded on your discussion. You will start with 100% in the participation block and I will deduct points if I have reason to believe you did not prepare for the lessons, or if I take notes of your indifference or inattentiveness to the video material. Food and drink are allowed in the classroom as long as they do not get in the way. You will be responsible for cleaning up your trash. At anytime if you feel there is something we can do to make the classes better, let me know. Good luck and don't wait to ask if you need help.

2 Attachments

- 1. General Course Instructions
- 2. AS 302 Lesson Schedule

AIR FORCE AEROSPACE STUDIES GENERAL COURSE INSTRUCTIONS 06-07

PURPOSE: The purpose of the General Course Instructions are to ensure that all Aerospace Studies students are informed on Air Force ROTC and Detachment 645 academic and classroom policies.

CLASSROOM PROCEDURES:

This instruction provides direction on the following important areas:

- **Calling the room to attention:**
 - Cadets will call the room to attention when the instructor enters and departs the classroom.
- **Eating in the classroom:**
 - Cadets are allowed to eat and drink during class if it does not disturb class. If a class is disrupted, the privilege will be taken away. This privilege can also be revoked if it creates a mess in the classroom.
- **Attendance:**
 - **80% attendance is MANDATORY!** Less than 80% attendance will result in a failing grade.
 - Written excuse letters are required within 72 hours of absence to be considered by the instructor as an excused absence. The instructor will make a case-by-case determination whether an absence is excused. Oversleeping and minor illness (unless accompanied by note from a medical professional) will not be considered a valid excuse.
 - Whenever possible, cadets will notify their instructors in advance of any circumstances which may cause prolonged absence from class.
- **Tardiness:**
 - All students are expected to arrive to class on time. Cadets arriving late will

enter the class with minimal disruption and promptly take a seat. The cadet will see the instructor immediately after class to explain the tardiness. Instructors will handle tardiness on a case-by-case basis, but the instructor has the option of giving the student zero participation points for the class.

TESTABLE AREAS: The Samples of Behavior (SOB) for each lesson identify the testable material. The information for each SOB will be included in the reading assignments, instructor lectures, guest speakers, handouts, films, or videos.

FINAL EXAMS: Final examinations will normally be taken by the student at the time published by the university for that particular Air Science course. If a particular Air Science course has more than one offered examination time, students may elect to take the final exam at whichever time is most convenient for them. In the event one of these scheduled times does not fit into the student's overall final exam schedule, he/she may request relief from the instructor, and take the exam in the scheduled exam period for one of the other Air Science courses.

ASSIGNMENTS: Assignments are due on the day indicated. Unexcused late submissions **WILL** result in a lower grade. This will be dealt with on a case-by-case basis, but normally the assignments will be reduced one letter grade per day late.

REQUESTS FOR EXTENSIONS: Students who experience difficulties in meeting course requirements due to unusual circumstances may request time extensions

from their instructors. The instructor will consider each situation on a case-by-case basis. Students **MUST** comply with the established course-required times until the instructor grants a time extension. In short, make NO assumption that the instructor will automatically grant a time extension.

CLASS PARTICIPATION: Class participation is an important GRADED part of all Air Science courses. This grade is based on your attendance and the instructor's evaluation of your preparation, attention, and active participation in class. Being present may not earn you any class participation points – attendance and active involvement are necessary for participation points. Active participation is an essential element of leadership.

INITIAL AND QUARTERLY COUNSELING: All AFROTC cadets will be counseled by their instructor on a quarterly basis. The higher numbered course instructor will conduct counseling for dual-enrolled students. ALL contract/new cadets should have their quarterly/initial counseling completed NOT LATER THAN the following dates:

Autumn 2006	27 October 2006
Winter 2007	2 February 2007
Spring 2007	27 April 2007

Other students will be counseled by the last day of classes and before the start of final exams, or as stipulated by the course instructor. Additional counseling will be scheduled as required. Special students are invited to schedule counseling sessions if desired.

SPECIAL NEEDS: Any student with disabilities who needs accommodation in this course is encouraged to speak with the instructor as soon as possible to make appropriate arrangements for these accommodations.

GRADING CRITERIA: The grade determination criteria applied to all AFROTC Air Science courses is The Ohio State University standard. It is repeated below for informational purposes.

GRADE PERCENTAGE

A	93 – 100
A-	90 – 92
B+	88 – 89
B	83 – 87
B-	80 – 82
C+	78 – 79
C	73 – 77
C-	70 – 72
D+	68 - 69*
D	60 - 67*
E	59 and below*

* - Investigate for Disenrollment

WINTER 2007 LESSON SCHEDULE

All readings are in the Air and Space Studies 300 Reader unless otherwise noted.

DATE	LESSON	TITLE	PREPARATION
<i>4 Jan</i>	5	Sexual Assault Prevent.	Read AS300 Leadership Studies #5
<i>9 Jan</i>	17	Conflict Management	Read AS300 Leadership Studies #17
<i>11 Jan</i>	19	Situational Leadership	Read AS300 Leadership Studies #19
<i>16 Jan</i>	20	<i>12 O'Clock High Case Study</i>	Read AS300 Leadership Studies #19, 20
<i>18 Jan</i>	20	<i>12 O'Clock High Case Study</i>	Review AS300 Leadership Studies #20
<i>23 Jan</i>	20	<i>12 O'Clock High Case Study</i>	Review AS300 Leadership Studies #20
<i>25 Jan</i>	21	Professional/Unprofessional Relationships	Read AS300 Leadership Studies #21
<i>30 Jan</i>	21/22	Professional/Unprofessional Relationship Case Studies	Review AS300 Leadership Studies #21 12 Impromptu Case Studies
<i>1 Feb</i>	22	Professional/Unprofessional Relationship Case Studies	Review AS300 Leadership Studies #22 QUIZ #1
<i>6 Feb</i>	24	Power and Influence	Read AS300 Leadership Studies #24
<i>8 Feb</i>	25	<i>Caine Mutiny Case Study</i>	Read AS300 Leadership Studies #25
<i>13 Feb</i>	25	<i>Caine Mutiny Case Study</i>	Review AS300 Leadership Studies #25
<i>15 Feb</i>	25	<i>Caine Mutiny Case Study</i>	Review AS300 Leadership Studies #25
<i>20 Feb</i>	26	Military Equal Opportunity	Read AS300 Leadership Studies #26 8 Impromptu Case Studies
<i>22 Feb</i>	26	Military Equal Opportunity	Read AS300 Leadership Studies #26 8 Impromptu Case Studies
<i>27 Feb</i>	27	Effective Supervision	Read AS300 Leadership Studies Lsn # 27
<i>1 Mar</i>	30	Leadership Authority and Responsibility	Review AS300 Leadership Studies #30
<i>6 Mar</i>	18	Sexual Assault Response	Read AS300 Leadership Studies #18
<i>8 Mar</i>		Comprehensive Final Exam	Study

AEROSPACE STUDIES 303 COURSE SYLLABUS
SPRING QUARTER 2007
27 Mar – 1 Jun 07

TITLE: Air Force Leadership Studies

COURSE MEETING TIMES: Tuesday, Thursday, 0700-0818 or Tuesday, Thursday, 1230-1348, Converse Hall, Room 228

INSTRUCTOR: Maj Bud Zinni Office Phone: 292-5441
 Office Hours: Duty hours 0730-1630, open door
 E-Mail: zinni.8@osu.edu

AS302: Air Science 300 series will study a variety of subjects relating to the roles and responsibilities of Air Force officers. We will cover topics such as leadership, ethics, management, training philosophy, counseling, problem solving, and communications. Air Force officers are expected to know how to effectively write and speak. Being able to effectively write and speak will carry you long after your active duty career - it will be with you forever. The only way to get better at these is to practice. You may not like it, but it's something you'll have to do. Details will be provided in class for these assignments. To do well in this course you will need to do the readings before the scheduled class meeting, ask questions, and participate in class discussions.

CLASSROOM PROCEDURES: Classroom procedures are described in the Aerospace Studies General Course Instructions attached to this syllabus. Of most importance, please respect the ideas expressed by others and maintain your professionalism at all times. You are allowed to eat and drink in the classroom, but I reserve the right to change this policy at any time if it proves to be a disruption to the class.

GENERAL INFORMATION: Guidelines regarding academic and classroom policies are found in the Aerospace Studies General Course Instructions attached to this syllabus.

ATTENDANCE: The academic attendance standard is 80 %. This standard has a very simple application. Any unexcused absences that bring attendance below 80% constitute an automatic course failure. Sleeping-in or a minor illness (headache) is not a valid excuse. If a conflict arises, please coordinate the excused absence with me before the class period. Any uncoordinated absences will result in an unexcused absence. Each unexcused absence will take 5% off your attendance score, therefore, if you miss more than four classes you will fail the course.

ANNUAL COURSE GOALS: *(Each will not be covered every quarter)*

1. *Apply listening, speaking, and writing skills in Air Force-peculiar formats and situations with accuracy, clarity, and appropriate style.*
2. *Comprehend selected individual leadership skills and personal strengths and weaknesses as applied in an Air Force environment.*
3. *Comprehend selected Air Force officers' duties and responsibilities as a subordinate leader.*
4. *Comprehend the responsibility and authority of an Air Force officer.*
5. *Comprehend the Air Force officers' responsibilities in the counseling and feedback process.*
6. *Comprehend and apply concepts of ethical behavior.*

REQUIRED TEXTS:

- a. *AS300, United States Air Force Leadership Studies*
- b. *Tongue and Quill (AFH 33-337)*
- c. *AU-24, Concepts for Air Force Leadership*

SUPPLEMENTAL: Any supplemental material will be handed out during the quarter.

UNIFORM: Uniforms are to be worn on Thursdays, unless the weekly Operations Order dictates otherwise, or excused by the instructor. Please comply with Air Force Instructions and AFROTC Instructors on proper uniform wear. PT uniform is authorized for class if class immediately follows a PT session.

- OTHER ADMINISTRIVIA:**
- 1. Report any civil involvements within 72 hours.
 - 2. Update any changes to your locator card with the NCOs.
 - 3. Sign-up for quarterly counseling. **Must be completed by 27 Apr 07.**

GRADING CRITERIA:

<u>ITEM</u>	<u>PERCENTAGE</u>
Midterm	30%
Final	30%
Comm Skills	30%
Impromptu Case Study (50%)	
Position Paper/Memo (50%)	
Participation & Attendance	<u>10%</u>
TOTAL	100%

ASSIGNMENTS: The lessons in this quarter involve case studies and require a lot of class discussion. You are expected to know the prerequisite lecture material and to pay attention to the supporting video material. There will be two exams, each consisting of 20 or more questions. The final exam will **NOT** be comprehensive. You will have two communication skills measurements. One will be an impromptu presentation of a case study from the student reader. You will be evaluated on your level of preparation, not on whether you are able to determine the “right answer”. Of course if you do your research you can arrive at an acceptable “Air Force” answer. This is to simulate a staff meeting environment where you may be called on to give a “5 minute” overview or summary of a project you are involved in. The other exercise will be a position paper and cover memo using a corrective counseling scenario.

NOTE: Classroom discussions are important in this course, and you are expected to participate. In fact, this quarter you will be graded on your discussion. You will start with 100% in the participation block and I will deduct points if I have reason to believe you did not prepare for the lessons, or if I take notes of your indifference or inattentiveness to the video material. Food and drink are allowed in the classroom as long as they do not get in the way. You will be responsible for cleaning up your trash. At anytime if you feel there is something we can do to make the classes better, let me know. Good luck and don’t wait to ask if you need help.

2 Attachments

- 1. General Course Instructions
- 2. AS 303 Lesson Schedule

AIR FORCE AEROSPACE STUDIES GENERAL COURSE INSTRUCTIONS 06-07

PURPOSE: The purpose of the General Course Instructions are to ensure that all Aerospace Studies students are informed on Air Force ROTC and Detachment 645 academic and classroom policies.

CLASSROOM PROCEDURES:

This instruction provides direction on the following important areas:

- **Calling the room to attention:**
 - Cadets will call the room to attention when the instructor enters and departs the classroom.
- **Eating in the classroom:**
 - Cadets are allowed to eat and drink during class if it does not disturb class. If a class is disrupted, the privilege will be taken away. This privilege can also be revoked if it creates a mess in the classroom.
- **Attendance:**
 - **80% attendance is MANDATORY!** Less than 80% attendance will result in a failing grade.
 - Written excuse letters are required within 72 hours of absence to be considered by the instructor as an excused absence. The instructor will make a case-by-case determination whether an absence is excused. Oversleeping and minor illness (unless accompanied by note from a medical professional) will not be considered a valid excuse.
 - Whenever possible, cadets will notify their instructors in advance of any circumstances which may cause prolonged absence from class.
- **Tardiness:**
 - All students are expected to arrive to class on time. Cadets arriving late will

enter the class with minimal disruption and promptly take a seat. The cadet will see the instructor immediately after class to explain the tardiness. Instructors will handle tardiness on a case-by-case basis, but the instructor has the option of giving the student zero participation points for the class.

TESTABLE AREAS: The Samples of Behavior (SOB) for each lesson identify the testable material. The information for each SOB will be included in the reading assignments, instructor lectures, guest speakers, handouts, films, or videos.

FINAL EXAMS: Final examinations will normally be taken by the student at the time published by the university for that particular Air Science course. If a particular Air Science course has more than one offered examination time, students may elect to take the final exam at whichever time is most convenient for them. In the event one of these scheduled times does not fit into the student's overall final exam schedule, he/she may request relief from the instructor, and take the exam in the scheduled exam period for one of the other Air Science courses.

ASSIGNMENTS: Assignments are due on the day indicated. Unexcused late submissions **WILL** result in a lower grade. This will be dealt with on a case-by-case basis, but normally the assignments will be reduced one letter grade per day late.

REQUESTS FOR EXTENSIONS: Students who experience difficulties in meeting course requirements due to unusual circumstances may request time extensions

from their instructors. The instructor will consider each situation on a case-by-case basis. Students MUST comply with the established course-required times until the instructor grants a time extension. In short, make NO assumption that the instructor will automatically grant a time extension.

CLASS PARTICIPATION: Class participation is an important GRADED part of all Air Science courses. This grade is based on your attendance and the instructor's evaluation of your preparation, attention, and active participation in class. Being present may not earn you any class participation points – attendance and active involvement are necessary for participation points. Active participation is an essential element of leadership.

INITIAL AND QUARTERLY COUNSELING: All AFROTC cadets will be counseled by their instructor on a quarterly basis. The higher numbered course instructor will conduct counseling for dual-enrolled students. ALL contract/new cadets should have their quarterly/initial counseling completed NOT LATER THAN the following dates:

Autumn 2006	27 October 2006
Winter 2007	2 February 2007
Spring 2007	27 April 2007

Other students will be counseled by the last day of classes and before the start of final exams, or as stipulated by the course instructor. Additional counseling will be scheduled as required. Special students are invited to schedule counseling sessions if desired.

SPECIAL NEEDS: Any student with disabilities who needs accommodation in this course is encouraged to speak with the instructor as soon as possible to make appropriate arrangements for these accommodations.

GRADING CRITERIA: The grade determination criteria applied to all AFROTC Air Science courses is The Ohio State University standard. It is repeated below for informational purposes.

GRADE PERCENTAGE

A	93 – 100
A-	90 – 92
B+	88 – 89
B	83 – 87
B-	80 – 82
C+	78 – 79
C	73 – 77
C-	70 – 72
D+	68 - 69*
D	60 - 67*
E	59 and below*

* - Investigate for Disenrollment

SPRING 2007 LESSON SCHEDULE

All readings are in the Air and Space Studies 300 Reader unless otherwise noted.

<u>DATE</u>	<u>LESSON</u>	<u>TITLE</u>	<u>PREPARATION</u>
<i>27 Mar</i>	18	Sexual Assault Response	Read AS300 Leadership Studies #18
<i>29 Mar</i>	26	Military Equal Opportunity	Read AS300 Leadership Studies # 26
<i>3 Apr</i>	28	Corrective Counseling	Read AS300 Leadership Studies #28
<i>5 Apr</i>	29	Counseling Practicum	Read AS300 Leadership Studies #29
<i>10 Apr</i>	30	Leadership Authority and Responsibility	Read AS300 Leadership Studies #30
<i>12 Apr</i>	31	Leadership Accountability	Read AS300 Leadership Studies #31
<i>17 Apr</i>	32	Leadership Accountability Case Study	****MIDTERM**** Read AS300 Leadership Studies #32
<i>19 Apr</i>	33	Leadership Management Case Studies	Read AS300 Leadership Studies #33
<i>24 Apr</i>	34	Core Values and the AF Member	Read AS300 Leadership Studies #34
<i>26 Apr</i>	35	AF Core Values Case Studies	Read AS300 Leadership Studies #35
<i>1 May</i>	35	AF Core Values Case Studies	Review AS300 Leadership Studies #35
<i>3 May</i>	36	Ethical and Moral Leadership in the Military	Read AS300 Leadership Studies #36
<i>8 May</i>	36	Ethical and Moral Leadership in the Military	Review AS300 Leadership Studies #36
<i>10 May</i>	37	Joint Ethics	Read AS300 Leadership Studies #37
<i>15 May</i>	38	Supervisor's In-Basket	Read AS300 Leadership Studies #38
<i>17 May</i>	38	Supervisor's In-Basket	Review AS300 Leadership Studies #38
<i>22 May</i>		<i>Remember the Titans</i>	Use notetaker
<i>24 May</i>		Joint Service Parade	
<i>29 May</i>		<i>Remember the Titans</i>	Complete and turn-in note taker
<i>31 May</i>		Final Exam	<i>Study</i>

AS 401 COURSE SYLLABUS

AU 06

National Security Affairs



COURSE MEETING TIMES: Tues & Thur 0700 - 0818
Tues & Thur 1200 – 1318

INSTRUCTOR: Capt Bill Holl
Office Phone: 292-5441
E-mail: holl.8@osu.edu
Office Hours: By appointment or whenever instructor is available

WELCOME BACK! The AS 400 series of courses will focus on how our Air Force fits into national strategy and the world as a whole. AS 401 focuses on National Security Policy, including a review of the constitution. The AS 402 class focuses on gaining a general knowledge of key regions around the world. During AS 402, you will have the opportunity to exercise your communication skills with team presentations on selected international areas. AS403 finishes out the year focusing on preparation for active duty with topics related to personnel issues.

COURSE GOALS (AS 400):

- Know basic National Security Process
- Know Air/Space functions and competencies
- Understand the roles of military in society and current professional issues
- Comprehend responsibilities of an Air Force commander
- Apply listening, speaking and writing skills
- Understand factors for a smooth transition to military life

GENERAL: General course instructions regarding academic and classroom policies are found in the Aerospace Studies General Course Instructions attached to this syllabus. You must complete a quarterly counseling with the instructor by **27 Oct**. Sign up on the schedule on my door.

ATTENDANCE & PARTICIPATION (A&P): A&P are 10% of your final grade. Participation includes asking/answering questions, leading class discussions, etc. A minimum of **80% class attendance is MANDATORY** for a passing grade. If a conflict arises, please coordinate the excused absence with the instructor before the class period. Any uncoordinated absences will result in an unexcused absence.

REQUIRED TEXTS:

- National Security Affairs & Preparation for Active Duty (T-410)

- U.S. Constitution (T-412)
- Tongue & Quill (AFH 33-337)

SUPPLEMENTAL: Supplemental material may be passed out during the quarter. You will be told what is testable in the additional material.

WEARING THE UNIFORM: Wear your uniform to class on Thursday unless excused by the instructor. Comply with Air Force and AFROTC Instructions on proper uniform wear.

GRADING CRITERIA:

Exam 1	30%	300 pts
Exam 2	30%	300 pts
Advocacy Paper	15%	150 pts
Advocacy Briefing	15%	150 pts
<u>Class Participation</u>	<u>10%</u>	<u>100 pts</u>
Total	100%	1,000 pts

NOTE: You must prepare for class and actively participate in the classroom discussions to receive class participation credit. Respect the ideas expressed by others.

ASSIGNMENTS:

a. Exams: There are two exams with each covering about half of the material presented in class. Each exam will be 30% of your final grade. If you can answer the Samples of Behavior listed at the beginning of each lesson in your Study Guide you should do well on the exams.

b. Position/Advocacy Paper: Requirements are as follows:

- Topic: Military issue. You need to pair up with another student who will take the opposite side. Submit the topic to me for approval in the form of a position statement. Do research separately on the paper—you are not allowed to discuss the topic together.
- Format: See T&Q p. 217 & 218 (in the newest version): Length: 4-6 pages, double spaced, 12 pt font. Use End Notes for citations.
- Graded on content, argument logic, grammar, and format. You must take a clear position and advocate for it.

c. Advocacy Briefing: Requirements are as follow:

- Topic: Same as your paper.
- Time: 5 minutes (4 minimum, 6 max) plus 1 minute rebuttal.
- Grading criteria will be handed out later

d. Quizzes: I may occasionally give a quiz at the beginning of any class to determine if you are reading the material. When used, these quizzes may count towards class participation points.

e. Preparation for class: The study assignments for the lessons covered in class are listed in your Cadet Study Guide.

AS 401 SCHEDULE

Note: Lessons that double up on one class period will usually continue for part of the proceeding class period.

DATE	TITLE
21-Sep	<ul style="list-style-type: none"> • Intro to AS400
26-Sep	<ul style="list-style-type: none"> • U.S. Constitution
28-Sep	<ul style="list-style-type: none"> • Role of the President , Exec. Branch, Congress, and Civilian Control of the Military
3-Oct	<ul style="list-style-type: none"> • Advocacy Briefing and Prep
5-Oct	<ul style="list-style-type: none"> • U.S. Policy
10-Oct	<ul style="list-style-type: none"> • Making Strategy
12-Oct	<ul style="list-style-type: none"> • Principles of War
17-Oct	<ul style="list-style-type: none"> • War and the American Military
19-Oct	<ul style="list-style-type: none"> • The Department of Defense
24-Oct	<ul style="list-style-type: none"> • ***EXAM 1*** • Total Force
26-Oct	<ul style="list-style-type: none"> • Air & Space Functions
31-Oct	<ul style="list-style-type: none"> • Air & Space Functions, cont. • ***ADVOCACY PAPER DUE***
2-Nov	<ul style="list-style-type: none"> • Air and Space Expeditionary Force • Dept of Army
7-Nov	<ul style="list-style-type: none"> • Dept of Navy & Marines
9-Nov	<ul style="list-style-type: none"> • Joint Operations
14-Nov	<ul style="list-style-type: none"> • ***EXAM 2*** • Advocacy Briefings
16-Nov	<ul style="list-style-type: none"> • Advocacy Briefings
21-Nov	<ul style="list-style-type: none"> • Advocacy Briefings
23-Nov	<ul style="list-style-type: none"> • THANKSGIVING
28-Nov	<ul style="list-style-type: none"> • Advocacy Briefs
30-Nov	<ul style="list-style-type: none"> • Advocacy Briefs

AIR FORCE AEROSPACE STUDIES

GENERAL COURSE INSTRUCTIONS 06-07

PURPOSE: The purpose of the General Course Instructions are to ensure that all Aerospace Studies students are informed on Air Force ROTC and Detachment 645 academic and classroom policies.

CLASSROOM PROCEDURES:

This instruction provides direction on the following important areas:

- **Calling the room to attention:**
 - Cadets will call the room to attention when the instructor enters and departs the classroom.
- **Eating in the classroom:**
 - Cadets are allowed to eat and drink during class if it does not disturb class. If a class is disrupted, the privilege will be taken away. This privilege can also be revoked if it creates a mess in the classroom.
- **Attendance:**
 - **80%** attendance is **MANDATORY!** Less than 80% attendance will result in a failing grade.
 - Written excuse letters are required within 72 hours of absence to be considered by the instructor as an excused absence. The instructor will make a case-by-case determination whether an absence is excused. Oversleeping and minor illness (unless accompanied by note from a medical professional) will not be considered a valid excuse.
 - Whenever possible, cadets will notify their instructors in advance of any circumstances which may cause prolonged absence from class.
- **Tardiness:**
 - All students are expected to arrive to class on time. Cadets arriving late will enter the class with minimal disruption

and promptly take a seat. The cadet will see the instructor immediately after class to explain the tardiness.

Instructors will handle tardiness on a case-by-case basis, but the instructor has the option of giving the student zero participation points for the class.

TESTABLE AREAS: The Samples of Behavior (SOB) for each lesson identify the testable material. The information for each SOB will be included in the reading assignments, instructor lectures, guest speakers, handouts, films, or videos.

FINAL EXAMS: Final examinations will normally be taken by the student at the time published by the university for that particular Air Science course. If a particular Air Science course has more than one offered examination time, students may elect to take the final exam at whichever time is most convenient for them. In the event one of these scheduled times does not fit into the student's overall final exam schedule, he/she may request relief from the instructor, and take the exam in the scheduled exam period for one of the other Air Science courses.

ASSIGNMENTS: Assignments are due on the day indicated. Unexcused late submissions **WILL** result in a lower grade. This will be dealt with on a case-by-case basis, but normally the assignments will be reduced one letter grade per day late.

REQUESTS FOR EXTENSIONS: Students who experience difficulties in meeting course requirements due to unusual circumstances may request time extensions from their instructors. The instructor will consider each situation on a case-by-case

basis. Students MUST comply with the established course-required times until the instructor grants a time extension. In short, make NO assumptions that the instructor will automatically grant a time extension.

CLASS PARTICIPATION: Class participation is an important GRADED part of all Air Science courses. This grade is based on your attendance and the instructor's evaluation of your preparation, attention, and active participation in class. Being present may not earn you any class participation points – attendance and active involvement are necessary for participation points. Active participation is an essential element of leadership.

INITIAL AND QUARTERLY COUNSELING: All AFROTC cadets will be counseled by their instructor on a quarterly basis. The higher numbered course instructor will conduct counseling for dual-enrolled students. ALL contract/new cadets should have their quarterly/initial counseling completed NOT LATER THAN the following dates:

Autumn 2006	27 October 2006
Winter 2007	2 February 2007
Spring 2007	27 April 2007

Other students will be counseled by the last day of classes and before the start of final exams, or as stipulated by the course instructor. Additional counseling will be scheduled as required. Special students are invited to schedule counseling sessions if desired.

SPECIAL NEEDS: Any student with disabilities who needs accommodation in this course is encouraged to speak with the instructor as soon as possible to make appropriate arrangements for these accommodations.

GRADING CRITERIA: The grade determination criteria applied to all AFROTC Air Science courses is The Ohio State University standard. It is repeated below for informational purposes.

GRADE PERCENTAGE

A	93 – 100
A-	90 – 92
B+	88 – 89
B	83 – 87
B-	80 – 82
C+	78 – 79
C	73 – 77
C-	70 – 72
D+	68 - 69*
D	60 - 67*
E	59 and below*

* - Investigate for Disenrollment

Communication Skills Plan
AFROTC Det 645
The Ohio State University

	AS100	AS200	AS300	AS400
Autumn	<p>Oral: 5-7 min group briefing with slides (suggested topic: current AF or university issue)</p> <p>Written: Official memorandum</p>	<p>Oral: 3-4 minute briefing with overview slide</p> <p>Written: Bullet Background Paper (suggested topic: 21st Century Air Force)</p>	<p>Oral: 5-7 min informative briefing (suggested topic: Critical analysis of editorial or commentary)</p> <p>Written: Talking Paper on same topic.</p>	<p>Oral: 5-9 minute Advocacy Briefing on Suggested Military Issue Topics with full visual aid</p> <p>Written: Position Paper on the same subject</p>
Winter	<p>Oral: 2-3 minute impromptu speech (individual)</p> <p>Written: Official e-mail</p>	<p>Oral: 3-4 minute briefing with overview slide</p> <p>Written: Official Memo (suggested topic: AFSC)</p>	<p>Oral: Facilitate a case study in class</p> <p>Written: Official memo w/ attached 1-2 page position paper on counseling scenario</p>	<p>Oral: 2 day team presentation with full visual aid (suggested topic: current issue in world regions and its importance to military ofcers)</p> <p>Written: EPR/OPR</p>
Spring	<p>Oral: 7 minute individual briefing with visual-aids (suggested topic: "Current events")</p> <p>Written: Talking Paper on the same topic</p>	<p>Oral: 5-7 minute briefing with full visual (suggested topic: Air Force Bases)</p> <p>Written: Personal Letter: (suggested topic: Desired bases)</p>	<p>Oral: Impromptu Speech and Facilitate a case study from the front of the classroom</p> <p>Written: In-Turn Memo on the positive/negatives of the condition of the cadet corps</p>	<p>Oral: None</p> <p>Written: OPR/EPR bullets Award Citation</p>

Official Memorandum is taught during LLab and required for all cadet correspondence.
Current as of Jan 2006

AS 402 COURSE SYLLABUS

WN 07

Regional Area Studies



COURSE MEETING TIMES: Tues & Thur 0700 - 0818
Tues & Thur 1200 - 1318

INSTRUCTOR: Capt Bill Holl
Office Phone: 292-5441
E-mail: holl.8@osu.edu
Office Hours: By appointment or whenever instructor is available

WELCOME BACK! AS 402 class focuses on gaining a general knowledge of key regions around the world. During AS 402, you will have the opportunity to exercise your communication skills with team presentations on selected international areas.

COURSE GOAL - AS 402

- Better understand the current world situation and various key regions, specifically as they relate to national security and U.S. interests.

GENERAL: General course instructions regarding academic and classroom policies are found in the Aerospace Studies General Course Instructions attached to this syllabus. Note: You must also complete a quarterly counseling with the instructor by **2 Feb 07**.

ATTENDANCE & PARTICIPATION (A&P): A&P are 10% of your final grade. Participation includes asking/answering questions, leading class discussions, etc. A minimum of **80% class attendance is MANDATORY** for a passing grade. If a conflict arises, please coordinate the excused absence with the instructor before the class period. Any uncoordinated absences will result in an unexcused absence.

REQUIRED TEXTS:

- National Security Affairs & Preparation for Active Duty (T-408)
- Selected Readings in International Security Studies (T-413)
- Tongue & Quill (AFH 33-337)

SUPPLEMENTAL: Supplemental material may be passed out during the quarter. You will be told what is testable in the additional material.

GRADING CRITERIA:

Exam	50%
Group Presentation	40%
<u>Class Participation</u>	<u>10%</u>
Total	100%

ASSIGNMENTS:

a. Exams: There is one exam covering the entire material presented in class to include student-provided SOBs. If you can answer the Samples of Behavior listed at the beginning of each lesson in your Study Guide and the Samples of Behavior provided during the student-led briefings you should do well on the exam.

b. Group Presentation: During the first class session you will be divided into groups of three or four. Each group will teach a lesson which covers one class period on an area of the world starting with the “Africa in Transition”. An Instructional Guide with a lesson plan will be provided as a starting point, but do not rely on this information alone--make sure to use other sources and updated sources as well. The grade may be different for members of each team and will be based on the following:

- 40% Content: Adequate coverage of the topic, SOBs, Lesson Objectives
- 30% Organization and Format: includes time limits
- 30% Delivery
- (Note: Each member must present for a minimum of 10-15 minutes)

You should also show and stress the importance of the material in your lesson to a new 2d Lt and military officers. You will not be graded on how closely you followed the suggested lesson plan but you must cover the Samples of Behavior and ensure the Lesson Objective is met (note that some of the SOBs are not in the reading material--I will give you additional material as necessary). Pro and con positions on whether and how the U.S. should be involved are encouraged. Bringing in a regional expert for part of the discussion/presentation is an option--coordinate with me if you would like to do this.

c. Quizzes: I may occasionally give a quiz at the beginning of any class to determine if you are reading the material. When used, these quizzes may count towards class participation points.

d. Preparation for class: The study assignments for the lessons covered in class are listed in the Syllabus.

WEARING THE UNIFORM: Wear your uniform to class on Thursday unless excused by the instructor. Comply with Air Force and AFROTC Instructions on proper uniform wear.

AS 402 SCHEDULE

Note: Lessons that double up on one class period will usually continue for part of the proceeding class period.

DATE	TITLE
4 Jan	Intro to AS402: Group Project Instructions & Sign-Up Pass out books and other assignment material
9 Jan	LSN 44: Information Assurance
11 Jan	LSN 8: Terrorism & Force Protection
16 Jan	LSN 9: Introduction to Cultural Studies (Reading Assignment Only) LSN 10: Setting the World Stage
18 Jan	LSN 11: Africa in Transition (Lecture / Video)
23 Jan	LSN 20: South Asia in Transition (Lecture / Video)
25 Jan	LSN 22: East Asia in Transition (Lecture / Video)
30 Jan	LSN 26: Latin America in Transition (Lecture / Video)
1 Feb	LSN 33: Europe in Transition (Lecture / Video)
6 Feb	LSN 42: The Middle East in Transition (Lecture / Video)
8 Feb	LSN 49: Russia and the Former Soviet Republics (Lecture / Video)
13 Feb	LSN 11: Africa in Transition (Student Briefings)
15 Feb	LSN 20: South Asia in Transition (Student Briefings)
20 Feb	LSN 22: East Asia in Transition (Student Briefings)
22 Feb	LSN 26: Latin America in Transition (Student Briefings)
27 Feb	LSN 33: Europe in Transition (Student Briefings)
1 Mar	LSN 42: The Middle East in Transition (Student Briefings)
6-Mar	LSN 49: Russia and the Former Soviet Republics (Student Briefings)
8-Mar	FINAL EXAM
12-16 Mar	<i>FINALS WEEK</i>

HAVE A GREAT SPRING BREAK...BE SAFE!

AIR FORCE AEROSPACE STUDIES GENERAL COURSE INSTRUCTIONS 06-07

PURPOSE: The purpose of the General Course Instructions are to ensure that all Aerospace Studies students are informed on Air Force ROTC and Detachment 645 academic and classroom policies.

CLASSROOM PROCEDURES:

This instruction provides direction on the following important areas:

- Calling the room to attention:

-- Cadets will call the room to attention when the instructor enters and departs the classroom.

- Eating in the classroom:

-- Cadets are allowed to eat and drink during class if it does not disturb class. If a class is disrupted, the privilege will be taken away. This privilege can also be revoked if it creates a mess in the classroom.

- Attendance:

-- **80%** attendance is **MANDATORY!** Less than 80% attendance will result in a failing grade.

-- Written excuse letters are required within 72 hours of absence to be considered by the instructor as an excused absence. The instructor will make a case-by-case determination whether an absence is excused. Oversleeping and minor illness (unless accompanied by note from a medical professional) will not be considered a valid excuse.

-- Whenever possible, cadets will notify their instructors in advance of any circumstances which may cause prolonged absence from class.

- Tardiness:

-- All students are expected to arrive to class on time. Cadets arriving late will enter the class with minimal disruption and promptly take a seat. The cadet will see the instructor immediately after class to explain the tardiness. Instructors will handle tardiness on a case-by-case basis, but the instructor has the option of giving the student zero participation points for the class.

TESTABLE AREAS: The Samples of Behavior (SOB) for each lesson identify the testable material. The information for each SOB will be included in the reading assignments, instructor lectures, guest speakers, handouts, films, or videos.

FINAL EXAMS: Final examinations will normally be taken by the student at the time published by the university for that particular Air Science course. If a particular Air Science course has more than one offered examination time, students may elect to take the final exam at whichever time is most convenient for them. In the event one of these scheduled times does not fit into the student's overall final exam schedule, he/she may request relief from the instructor, and take the exam in the scheduled exam period for one of the other Air Science courses.

ASSIGNMENTS: Assignments are due on the day indicated. Unexcused late submissions **WILL** result in a lower grade. This will be dealt with on a case-by-case basis, but normally the assignments will be reduced one letter grade per day late.

REQUESTS FOR EXTENSIONS: Students who experience difficulties in meeting course requirements due to unusual circumstances may request time extensions from their instructors. The instructor will consider each situation on a case-by-case basis. Students **MUST** comply with the established course-required times until the instructor grants a time extension. In short, make NO assumption that the instructor will automatically grant a time extension.

CLASS PARTICIPATION: Class participation is an important GRADED part of all Air Science courses. This grade is based on your attendance and the instructor's evaluation of your preparation, attention, and active participation in class. Being present may not earn you any class participation points – attendance and active involvement are necessary for participation points. Active participation is an essential element of leadership.

INITIAL AND QUARTERLY COUNSELING: All AFROTC cadets will be counseled by their instructor on a quarterly basis. The higher numbered course instructor will conduct counseling for dual-enrolled students. ALL contract/new cadets should have their quarterly/initial counseling completed NOT LATER THAN the following dates:

Autumn 2006	27 October 2006
Winter 2007	2 February 2007
Spring 2007	27 April 2007

Other students will be counseled by the last day of classes and before the start of final exams, or as stipulated by the course instructor. Additional counseling will be scheduled as required. Special students are invited to schedule counseling sessions if desired.

SPECIAL NEEDS: Any student with disabilities who needs accommodation in this course is encouraged to speak with the instructor as soon as possible to make appropriate arrangements for these accommodations.

GRADING CRITERIA: The grade determination criteria applied to all AFROTC Air Science courses is The Ohio State University standard. It is repeated below for informational purposes.

GRADE PERCENTAGE

A	93 – 100
A-	90 – 92
B+	88 – 89
B	83 – 87
B-	80 – 82
C+	78 – 79
C	73 – 77
C-	70 – 72
D+	68 - 69*
D	60 - 67*
E	59 and below* (* - Investigate for Disenrollment)

AS 403 COURSE SYLLABUS

SP 07

Active Duty Issues



COURSE MEETING TIMES: Tues & Thur 0700 - 0818

INSTRUCTOR: Capt Bill Holl / Col Michael Huhn
Office Phone: 292-5441
E-mail: holl.8@osu.edu
Office Hours: By appointment or whenever instructor is available

WELCOME BACK! This class focuses on final preparation for active duty.

COURSE GOAL

- Be prepared to enter active duty as a 2d Lt

GENERAL: General course instructions regarding academic and classroom policies are found in the Aerospace Studies General Course Instructions attached to this syllabus. Note: You must also complete a quarterly counseling with the instructor by 27 Apr 06.

ATTENDANCE & PARTICIPATION (A&P): A&P are 10% of your final grade. Participation includes asking/answering questions, leading class discussions, and your overall attendance. A minimum of **80% class attendance is MANDATORY** for a passing grade. If a conflict arises, please coordinate the excused absence with me before the class period. Any uncoordinated absences will result in an unexcused absence. NOTE: You must prepare for class and actively participate in the classroom discussions to receive class participation credit. Respect the ideas expressed by others.

REQUIRED TEXTS:

- National Security Affairs & Preparation for Active Duty (T-408)
- Flyby booklet
- Tongue & Quill (AFH 33-337)

AS 403 REVISED SCHEDULE (a/o 20 Apr 07)

Note: Numbered lessons with an “a” after them and lessons marked “X” are new lessons not in your main book (though part of the material may be covered in your Flyby booklet).

DATE	CH	TITLE
24-Apr	40	Officer Evaluation System (OES, TRs, LOEs, OPRs, PRFs, etc)
Capt Holl	CBT	(CBT LSN #1, Officer Force Development)
	FB 3-1	PME
	FB 3-2	Formal Education
26-Apr	QUIZ	FB 3-1 & FB 3-2
Col Huhn	38	Enlisted Evaluation System (EPR overview, WAPS, STEP)
	39	EPR Assessment (details on how to write—has scenario pkg)
	34	Writing for Impact (bullets on OPR, EPR, 1206)
	X	OPR/EPR Examples
	FB 4-1	Enlisted Performance Report (EPR)
1-May		TEST #1
Capt Holl	CBT	(CBT LSN #2, AF Complaint and Fraud, Waste, & Abuse)
3-May	48	Civilian Personnel
Col Huhn	CBT	(CBT LSN #3, Security Education (OPSEC, COMSEC, COMPUSEC, EMSEC, FOUO, etc)
	X	Medals & Awards – writing, justification, qualification
	FB 4-2	Recognition
8-May	QUIZ	FB 4-1 & FB 4-2
Capt Holl	46	Operational Risk Management
	X	TDY: Defense Travel System, Gov’t Travel Card, Travel Voucher
	FB 4-3	Leave & Passes
		BULLET WRITING ASSIGNMENT DUE
10-May	43	Sexual Harassment Awareness –
Col Huhn	X	New Supervisor/ Flt CC Tips and Toolkit
	CBT	(CBT LSN #4, Substance Abuse Control Program)
	FB 4-5	Standards
15-May	QUIZ	FB 4-3 & FB 4-5
Capt Holl	X	Housing (include UPT, Intel, AMMOC, apartments lists, SITES)
	X	In Processing: Don’t leave before auth, car (regist, insurance, license, echeck), line of duty determ, gate—billet—sqd (orders), inprocessing checklist
	FB 1-2	Getting There
	FB 1-3 &	In-Processing
	FB 1-5	Finding a place to live

17-May Col Huhn	34a	Disciplinary Actions – LOA, JAG, 1 st Sgt, what goes in records & OPR/EPR
	31	Military Law Case Studies
22-May Capt Holl	QUIZ 50	FB 1-2, FB 1-3, & FB 1-5 The Oath of Office and Commissioning
	FB 2-1	Your First Day
	FB 2-2	What's Next
		CITATION WRITING ASSIGNMENT DUE
24-May Col Huhn		CLASS CANCELLED Joint Service Parade practice
29-May Capt Holl		TEST #2
31-May Cadre		GRADUATION BREAKFAST @ THE BLACKWELL
		(20 classes total)

Flyby Chapters

	FB 1-1	For help with...(what organizations to go to for help)
	FB 1-2	Getting there (TMO, etc)
	FB 1-3	In-Processing
	FB 1-4	Signing In (CC, 1 st shrit)
	FB 1-5	Finding a Place to Live
	FB 2-1	Your First Day
	FB 2-2	What's Next (your second day)
	FB 2-3	Your Day (typical day)
	FB 3-1	PME
	FB 3-2	Formal Education
	FB 4-1	EPR
	FB 4-2	Recognition
	FB 4-3	Leave & Passes
	FB 4-4	Counseling
	FB 4-5	Standards
	FB 5	Benefits
		16 reading assignments

AIR FORCE AEROSPACE STUDIES GENERAL COURSE INSTRUCTIONS 06-07

PURPOSE: The purpose of the General Course Instructions are to ensure that all Aerospace Studies students are informed on Air Force ROTC and Detachment 645 academic and classroom policies.

CLASSROOM PROCEDURES:

This instruction provides direction on the following important areas:

- **Calling the room to attention:**
 - Cadets will call the room to attention when the instructor enters and departs the classroom.
- **Eating in the classroom:**
 - Cadets are allowed to eat and drink during class if it does not disturb class. If a class is disrupted, the privilege will be taken away. This privilege can also be revoked if it creates a mess in the classroom.
- **Attendance:**
 - **80%** attendance is **MANDATORY!** Less than 80% attendance will result in a failing grade.
 - Written excuse letters are required within 72 hours of absence to be considered by the instructor as an excused absence. The instructor will make a case-by-case determination whether an absence is excused. Oversleeping and minor illness (unless accompanied by note from a medical professional) will not be considered a valid excuse.
 - Whenever possible, cadets will notify their instructors in advance of any circumstances which may cause prolonged absence from class.
- **Tardiness:**
 - All students are expected to arrive to class on time. Cadets arriving late will enter the class with minimal disruption and promptly take a seat. The cadet will see the instructor immediately after class to explain the tardiness. Instructors will handle tardiness on a case-by-case basis, but the instructor has the option of giving the student zero participation points for the class.

TESTABLE AREAS: The Samples of Behavior (SOB) for each lesson identify the testable material. The information for each SOB will be included in the reading assignments, instructor lectures, guest speakers, handouts, films, or videos.

FINAL EXAMS: Final examinations will normally be taken by the student at the time published by the university for that particular Air Science course. If a particular Air Science course has more than one offered examination time, students may elect to take the final exam at whichever time is most convenient for them. In the event one of these scheduled times does not fit into the student's overall final exam schedule, he/she may request relief from the instructor, and take the exam in the scheduled exam period for one of the other Air Science courses.

ASSIGNMENTS: Assignments are due on the day indicated. Unexcused late submissions **WILL** result in a lower grade. This will be dealt with on a case-by-case basis, but normally the assignments will be reduced one letter grade per day late.

REQUESTS FOR EXTENSIONS: Students who experience difficulties in meeting course requirements due to unusual circumstances may request time extensions from their instructors. The instructor will consider each situation on a case-by-case basis. Students **MUST** comply with the established course-required times until the instructor grants a time extension. In short, **make NO assumption** that the instructor will automatically grant a time extension.

CLASS PARTICIPATION: Class participation is an important **GRADED** part of all Air Science courses. This grade is based on your attendance and the instructor's evaluation of your preparation, attention, and active participation in class. Being present may not earn you any class participation points – attendance and **active involvement** are necessary for participation points. Active participation is an essential element of leadership.

INITIAL AND QUARTERLY COUNSELING: All AFROTC cadets will be counseled by their instructor on a quarterly basis. The higher numbered course instructor will conduct counseling for dual-enrolled students. **ALL** contract/new cadets should have their quarterly/initial counseling completed **NOT LATER THAN** the following dates:

Autumn 2006	27 October 2006
Winter 2007	2 February 2007
Spring 2007	27 April 2007

Other students will be counseled by the last day of classes and before the start of final exams, or as stipulated by the course instructor. Additional counseling will be scheduled as required. Special students are invited to schedule counseling sessions if desired.

SPECIAL NEEDS: Any student with disabilities who needs accommodation in this course is encouraged to speak with the instructor as soon as possible to make appropriate arrangements for these accommodations.

GRADING CRITERIA: The grade determination criteria applied to all AFROTC Air Science courses is The Ohio State University standard. It is repeated below for informational purposes.

GRADE PERCENTAGE

A	93 – 100
A-	90 – 92
B+	88 – 89

B	83 – 87
B-	80 – 82
C+	78 – 79
C	73 – 77
C-	70 – 72
D+	68 - 69*
D	60 - 67*
E	59 and below* (* - Investigate for Disenrollment)