**Department of Aerospace Studies**

 **AS 100** **(ASP 1B) Course Syllabus**

**The Foundation of the United States Air Force**

**Spring 2016**

Instructor: Captain Larry Cornelio Office Hours: 0900-1500 M-F

Telephone: (559) 278-6204 (Office) Email: lcornelio@csufresno.edu

**1. INTRODUCTION**: Welcome to AS 100 and the Air Force Reserve Officer Training Corps (AFROTC) program! This semester you will have an opportunity to learn about the Air Force and the many opportunities it holds. In addition, some of you may be dual enrolled Freshmen/Sophomores so you will experience Field Training preparation during your first year in the program as well. Field Training is critical to your selection for upper classman status, so grasp all the information you can along the way. This syllabus identifies course objectives and prescribes the policies and procedures to be followed this semester.

**2. COURSE DESCRIPTION**: AS 100, "The Foundations of the United States Air Force," is a survey course designed to introduce students to the United States Air Force and provides an overview of the basic characteristics, missions, and organization of the Air Force.

**3. COURSE OBJECTIVES**: A. Know the basic characteristics of war

B. Know the major historical events, leaders, and milestones that contributed to the development of the USAF

  C. Comprehend the importance of Core Values to Air Force members

 D. Know the importance of managing diversity and the concepts and consequences of harassment

 E. Know the various services and activities found on a typical Air Force base

 F. Demonstrate basic oral and written communication skills

**4. TEXTBOOKS**: T-107, AS100 Student Reader, *The Foundation of the United States Air Force*

 AFH 33-337, *Tongue and Quill*

 TCL-134 Holm Center Character Guide: Air Force Core Values

T-700 Holm Center Training Manual

 \* Speaking Effectively: A Guide for Air Force Speakers

\* Located at the Det NOTE: Unless otherwise noted, the readings will be in the student reader

**5. COURSE REQUIREMENTS**: Grades will be based on the weighted average of the following:

 Midterm Exam 30% 120 points

 Final Exam 30% 120 points

 Communication Skills 40% 160 points

 **TOTAL 100% 400 points**

**\***Note: See attendance policy in Section 10. **Students must attend at least 80 percent of scheduled class sessions to achieve a passing grade.**

***Midterm and Final:***

You will be tested via multiple-choice and short-answer exams twice during the semester. Questions will be taken from the readings and class discussions and will be based on the Samples of Behavior listed in your textbooks. The Final is **not** cumulative.

***Communication Skills*** (See **Attachment 1)**

40 points = Current Events Briefing (2-3 minutes)

120 points = AFSC Briefing (3-5 minutes)

**6. GRADING POLICY**:

A. Grades are based on the following scale: A = 90-100% 360-400 points

 B = 80-89% 320-359 points

 C = 70-79% 280-319 points

 D = 60-69% 240-279 points

 F = <60% <239 points

B. You are required to maintain at least a “C” in AS classes to stay in good standing in the AFROTC program.

C. Late assignments will be automatically downgraded by one letter grade each day it is late. Any questions or perceived grading discrepancies must be brought to my attention within 48 hours of receipt of your grades.

D. You must be familiar with detachment policy on academic integrity and academic freedom as expressed in the ROE. Read the university policy on student conduct and non-discrimination at this link: [Http://www.fresnostate.edu/academics/aps/forms-policies/apm/](http://www.fresnostate.edu/academics/aps/forms-policies/apm/) . Cheating, plagiarism, forgery, or other forms of academic dishonesty will not be tolerated. Furnishing false information to an AFROTC or university official, faculty member, or campus office will not be tolerated. Intellectual honesty and integrity are paramount to success throughout life. Students caught cheating or plagiarizing in AS100 will receive an “F” for that project, assignment, or exam.

**7. EXTRA CREDIT**: To receive 10 extra credit points, read and prepare a 1-page Bullet Background Paper (BBP) on any book listed on: <http://static.dma.mil/usaf/csafreadinglist/01_books.html> NLT COB 23 April 2015.

**8. SCHEDULING INFORMATION AND CLASS PREPARATION**: I teach two separate AS 100 courses--each class meets once per week: a Wednesday and Thursday class at 1400-1450. The primary classroom is in North Gym (NG) 151. You will be expected to read the assigned materials for each lesson prior to the class meeting. Since the class is a lecture/discussion format, I expect you to come to class on time, prepared, and ready to participate in discussions of each week’s lesson.

**9. CLASSROOM DEPORTMENT**: The class will come to attention when the instructor enters or exits the room. The first cadet who notices the instructor will call the class to attention. You will use the word “Sir” when addressing the instructor. Eating is not permitted in class. You are permitted to drink water/soda/coffee, etc. Every student is required to have his/her own computer or have access to a workstation with internet connectivity and a printer. The atmosphere will be military, but intellectually open. Clear desks of anything not needed for class and students will give their undivided attention to the class. Police your desk and floor area (and push-in your chair) after being dismissed from class prior to departing.

**10. ATTENDANCE POLICY**: ATTENDANCE POLICY: While you are expected to attend ALL AS Classes, cadets must attend a minimum of 80 percent of scheduled classes. Academic only (non-cadet) students are ALSO required to meet the 80 percent requirement. Any student (Cadet or non-Cadet) must attend a minimum of 80% unless the absence is excused by the instructor. Attendance below 80% will result in a failing grade in accordance with university policy that permits instructors to establish specific attendance regulations governing their classes.

An absence is considered excused when the cadet has coordinated with the instructor in advance of the class and explained his/her inability to be in class. Make-up work (if any) must be completed within one week of the absence in order to receive an “excused” absence for the period. If an unforeseen emergency precludes coordinating with the instructor in advance, the cadet must see/call the instructor as soon as possible after missing class. If the absence is deemed excused, the student will be permitted one week to make up the class session. If the make-up work is not completed in this scheduled time, the absence will be considered unexcused

**11. COUNSELING**: There is no reason for anyone to receive a low grade. If you need any assistance or have any questions regarding the course, AFROTC, or the Air Force in general, my door is always open. I will meet with each cadet at least once during the semester to discuss academic progress and career goals.

**11. SUMMARY**: Like the men and women who have made air and space power great in this country, give this course YOUR ALL. By mastering the AS 100 lesson objectives, you will prepare yourself for the new challenges ahead, both in ROTC and in the USAF.

**ATTACHMENT 1**

**ASSIGNMENTS**
**AS 100 (ASP 1B) SPRING 2016**

**1. PURPOSE**

The purpose of these assignments is to introduce you to Air Force communication methods and to lay the foundation for communications development. During this first semester your formal communication opportunities will be limited. However, as you continue in the ROTC program each of you will have the opportunity to explore the subject matter covered in the course in more detail by incorporating that knowledge into writing and briefing assignments.

**2.**  **ASSIGNMENT**

 **A**. Current Events Brief: This will be a 2-3 minute briefing on a current event (within the past 2 weeks of the day of your scheduled briefing) that is relevant to those of us in or aspiring to be in the United States military.

 **B**. AFSC Brief TOPIC: This will be a 3-5 minute briefing. The purpose of the brief is to provide the rest of the class a brief overview of an AFSC you have researched. Although most cadets choose an AFSC they believe they would like to join when they commission this doesn’t have to be the case. This briefing can help you learn more about the career you may be interested in and can also open the eyes of the other cadets about what job opportunities are available.

**3. GRADING**

Assignment item A above: This assignment is worth 60 points and visual aids ARE NOT required. Briefings that are less than 2 minutes and longer than 3 minutes will be deducted points.

Assignment item B above: This presentation is worth 100 points and visual aids ARE required (i.e. Microsoft PowerPoint slides). This presentation will provide a high-level overview of different AFSCs that are available to Air Force officers. Visual aids will be sent via e-mail to the instructor NLT one week prior to your scheduled briefing. Your overall briefing points will be reduced by 2 points for each day these visual aids are late. Briefings that are less than 3 minutes or longer than 5 minutes will be deducted points.

**4. MIDTERM FEEDBACK**

Each student is required to participate in a midterm feedback session. During this meeting we will go over your current performance in this class, all other college coursework, and your overall performance in the ROTC program. During the first few weeks of this course I will provide you with a list of available meeting times. It is your responsibility to sign up for a date/time that works well for your schedule and to make sure you do not miss this appointment. At this feedback session we will go over your FORM 48 so make sure you show up with a properly formatted and completed FORM 48 signed by your academic advisor. If you do not show up with this document you will be sent away and your failure to show up prepared will be documented on a FORM 16 to be placed in your cadet records.

**5. FORM 48**

You will be given additional guidance on the completion of the Form 48. Your final Form 48 must be correctly formatted, signed by you and your advisor, and, as mentioned above, is due at your Midterm Feedback session. This is your *academic plan* that will determine the length and intensity of your AFROTC career. It also determines when you graduate, commission, receive scholarship and/or stipend, etc. **GIVE IT YOUR FULL ATTENTION!**

#### CLASS SCHEDULE

**AS 100 (ASP 1B) SPRING 2016**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date** | **Lesson** | **Topic** | **Reading** | **Assignment** |
| 20/21 Jan | 11 | Welcome / Course Overview / Policies / Syllabus | Pg 123 |  |
| 27/28 Jan | 12 | Air Force Heritage | Pg 124-158 | Current Events |
| 3/4 Feb | 12 | Air Force Heritage | Pg 124-158 | Current Events |
| 10/11 Feb | 13 | Listening: The Neglected Skill | Pg 159-163 | Current Events |
| 15 fEB | ## | PRESIDENT’S DAY | NONE | CAMPUS CLOSED |
| 17/18 Feb | 14 | Air Force Installations | Pg 164-170 | Current Events |
| 24/25 Feb | ## | Mid-Term Review | Pg 123-170 | Current Events |
| 2/3 Mar | ## | MID-TERM | Pg 123-170 | NONE |
| 9/10 Mar | 15 | War & the American Military | Pg 171-185 | AFSC Briefs |
| 16/17 Mar | 16 | Air Force Core Values | Pg 186-207 | AFSC Briefs |
| 23/24 Mar | ## | NO CLASS (SPRING BREAK) | NONE | NONE |
| 30/31 Mar | 17 | The Air Force Leader (VIRTUAL) | Pg 208-225 | NONE |
| 31 Mar | ## | CESAR CHAVEZ DAY | Pg 208-225 | CAMPUS CLOSED |
| 6/7 Apr | 18 | Human Relations in the Air Force | Pg 226-240 | AFSC Briefs |
| 13/14 Apr | 18 | Human Relations in the Air Force | Pg 226-240 | AFSC Briefs |
| 20/21 Apr | 19 | Oath of Office and Commissioning | Pg 241-258 | AFSC Briefs |
| 27/28 Apr | ## | Final Review | Pg 208-258 | AFSC Briefs |
| 4/5 May | ## | FINAL | Pg 208-258 | NONE |

# Appendix 1

# Required CSU Fresno Syllabus Policy Statements

**Students with Disabilities:** Upon identifying themselves to the instructor and the university, students with disabilities will receive reasonable accommodation for learning and evaluation. For more information, contact Services to Students with Disabilities in the University Center Room 5 (278-2811).

**Honor Code:**  “Members of the CSU Fresno academic community adhere to principles of academic integrity and mutual respect while engaged in university work and related activities.” You should:

1. understand or seek clarification about expectations for academic integrity in this course (including no cheating, plagiarism and inappropriate collaboration)
2. neither give nor receive unauthorized aid on examinations or other course work that is used by the instructor as the basis of grading.
3. take responsibility to monitor academic dishonesty in any form and to report it to the instructor or other appropriate official for action.

Instructors may require students to sign a statement at the end of all exams and assignments that “I have done my own work and have neither given nor received unauthorized assistance on this work.” If you are going to use this statement, include it here.

**Cheating and Plagiarism**: "Cheating is the actual or attempted practice of fraudulent or deceptive acts for the purpose of improving one's grade or obtaining course credit; such acts also include assisting another student to do so. Typically, such acts occur in relation to examinations. However, it is the intent of this definition that the term 'cheating' not be limited to examination situations only, but that it include any and all actions by a student that are intended to gain an unearned academic advantage by fraudulent or deceptive means. Plagiarism is a specific form of cheating which consists of the misuse of the published and/or unpublished works of others by misrepresenting the material (i.e., their intellectual property) so used as one's own work." Penalties for cheating and plagiarism range from a 0 or F on a particular assignment, through an F for the course, to expulsion from the university. For more information on the University's policy regarding cheating and plagiarism, refer to the Class Schedule (Legal Notices on Cheating and Plagiarism) or the University Catalog (Policies and Regulations).

**Computer**s: "At California State University, Fresno, computers and communications links to remote resources are recognized as being integral to the education and research experience. Every student is required to have his/her own computer or have other personal access to a workstation (including a modem and a printer) with all the recommended software. The minimum and recommended standards for the workstations and software, which may vary by academic major, are updated periodically and are available from Information Technology Services (http://www.csufresno.edu/ITS/) or the University Bookstore. In the curriculum and class assignments, students are presumed to have 24-hour access to a computer workstation and the necessary communication links to the University's information resources."

**Disruptive Classroom Behavior**: "The classroom is a special environment in which students and faculty come together to promote learning and growth. It is essential to this learning environment that respect for the rights of others seeking to learn, respect for the professionalism of the instructor, and the general goals of academic freedom are maintained. ... Differences of viewpoint or concerns should be expressed in terms which are supportive of the learning process, creating an environment in which students and faculty may learn to reason with clarity and compassion, to share of themselves without losing their identities, and to develop and understanding of the community in which they live . . . Student conduct which disrupts the learning process shall not be tolerated and may lead to disciplinary action and/or removal from class."

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