



DEPARTMENT OF THE AIR FORCE
AIR UNIVERSITY (AETC)

3 January 2024

MEMORANDUM FOR AS400 STUDENTS

FROM: AFROTC DET 150/CC

SUBJECT: AS400 Course Syllabus and Instructions for AFR 4211, National Security Affairs and Preparation for Active Duty

1. Welcome to AFR 4211. For many of you this is your final semester in AFROTC! This is your opportunity to finish strong. For this academic class, my goal is to equip you with some of the skills necessary for you to excel as a Second Lieutenant. However, the responsibility is yours to internalize the curriculum and use it to shape yourself into the kind of leader you want to be. Accordingly, I expect you to be prepared, pay attention and fully participate during this class.
2. Throughout the semester, we will cover material dealing with various topics including: global affairs, the enlisted force, command and leadership, evaluation systems for the enlisted and officer force, oath of office and commissioning, communication skills, NCO perspectives, feedback systems, typical base agencies/services, and managing a military family and finances.
3. Those gold bars are within reach. Keep the pedal to the floor and accelerate all the way to commissioning. This is not the time to let up! Please contact me if you have any questions or concerns. I maintain an open-door policy, which means you are encouraged to reach out to me with any questions or concerns. Should any circumstances arise that could affect your performance or attendance, inform me as soon as possible in order to prevent any adverse impact on your academic standing. I can be reached at (352) 294-0742, or mcaretti@ufl.edu

MICHAEL P. CARETTI, Lt Col, USAF
Professor of Aerospace Science

Attachment:
Course Syllabus and Schedule

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AFR 4211: COURSE DESCRIPTION & OBJECTIVES

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1. **AFR 4211**, National Security Affairs and Preparation for Active Duty

2. **Course Description** – AFR 4211 is designed to examine the national security process, combatant commands, advanced leadership ethics, and Air Force doctrine. Special topics of interest focus on the military as a profession, military justice, civilian control of the military, preparation for active duty, and current issues affecting military professionalism.

3. **Instructor** - Lieutenant Colonel Michael P. Caretti, Van Fleet Hall, 352-392-0742, mcaretti@ufl.edu. I maintain an “open door” policy, which means you are encouraged to reach out to me with any questions or concerns. Should any circumstances arise that could affect your performance or attendance, I recommend you keep me informed to prevent an adverse impact on your academic standing and military training. I’m available for office hours/appointments in Van Fleet Hall most weekdays 0800 – 1600.

4. **Course Objectives** – You should learn or comprehend the following information/concepts over the course of the semester:

- a. Understand the National Security Process
- b. Comprehend Air/Space functions and capabilities
- c. Understand the roles of military in society and current professional issues
- d. Comprehend the varied responsibilities of an Air Force commander
- e. Apply effective listening, speaking and writing skills
- f. Understand factors that will enable a smooth transition to military life

5. **Required Texts** – All student readers are uploaded to the course Canvas page in the “Files” module

*Note - all briefings and written assignments must comply with the DAFH33-337, The Tongue & Quill, give, available at <https://www.e-publishing.af.mil>.



AFR 4211: CLASS REQUIREMENTS & POLICIES

6. Uniforms: Cadets will wear uniform of the day during class. Normally, this will be the utility uniform (OCP/fight suit). Exceptions to this policy will be considered on an individual basis.

7. Grading Criteria: Grades will be determined as follows:

Point Distribution

Letter of Counseling	20 Points
1206 Exercise	15 Points
Leadership Vision Paper	20 Points
Leadership Vision Presentation	20 Points
eLearning Certificates	5 Points
Current Events Brief	10 Points
<u>Instructor Points</u>	<u>10 Points</u>
Total Possible	100 Points

Grading Scale

A	90-100	4.0 Points
B	80-89	3.0 Points
C	70-79	2.0 Points
D	60-69	1.0 Points
F	Below 60	0 Points

**All students must achieve a grade of C or better to pass AFR 4211.*

Failed AS Classes. Cadet may apply for re-entry, but the failed class(es) will have to be re-accomplished for AFROTC credit.

Incompletes. The Det/CC must approve all “Incompletes” for AS classes. “Incompletes” must not be used for unusual or unavoidable circumstances, such as an extended illness.

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“Incompletes” must not be used for make-up of unsatisfactory or delinquent work, or as a sanction for cadets who do not return uniforms. An “Incomplete” must be resolved NLT the end of the following term or it will constitute a failure.

Links.

- a. UF Undergraduate Catalog: <https://catalog.ufl.edu/ugrad/current/pages/majors.aspx>
- b. Current UF grading policies may be found at: <https://catalog.ufl.edu/UGRD/academic-regulations/grades-grading-policies/>
- c. SF Grading Policy:
http://www.sfcollege.edu/about/?section=general_academic_information

8. Assignments: There will be three written assignments and two presentations. There will also be an assignment to complete required Department of the Air Force computer-based trainings in order to better prepare you for your first year on active duty. Due dates are listed on the class schedule. I will assess a penalty for all late assignments. Any assignment not provided on the specified date will be penalized 5 points for each day late. Each day late is defined as a 24-hour period beginning at 1631 on the first day and ending at 1630 on the following day. Weekend days will be included in the calculation of late penalties.

9. Class Leader: The class leader will be responsible, (duties may be delegated, but the class leader remains fully responsible for accomplishment) for the following:

- a. Calling the classroom to attention
- b. Attendance
- c. Room care
- d. Scheduling briefing slots
- e. Scheduling term counseling
- f. Other activities assigned by the instructor

10. Attendance: You are preparing to be active duty Lieutenants; I expect you to attend class and to be on time. AFROTC attendance policy states each cadet must attend at least 80 percent of the AS400 classes. Technically, you can miss up to 20% or 3 classes and not fail for attendance. If you are going to miss, you must coordinate with me prior as would be expected of any officer. Requirements for class attendance and make up assignments, and other work in this course are consistent with university policies and that can be found at <https://catalog.ufl.edu/ugrad/current/regulations/info/attendance.aspx>.”

If you decide to drop, withdraw, or not meet the attendance requirements stated above, it is your responsibility to ensure you are administratively dropped by your registrar. If you do not meet attendance requirements and are still formally enrolled at the end of the semester in this class and/or the corresponding leadership lab, you will be awarded a failing grade.

11. Instructor Points: These points will be based on attendance, evidence of preparation (i.e., being able to answer questions about the readings, etc.), and overall participation. Each unexcused absence will result in a **2-point deduction** from your final grade.

12. Class Compartment: The atmosphere is military, but intellectually permissive. The classroom will be called to attention when the instructor enters (at the beginning of class) and

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when class is completed, after it is evident there are no final questions the room is to be called to attention. Closed lid drinks are permitted in class, but food is not.

13. Integrity: Intentionally passing off someone else's work as your own (plagiarism) or gaining unfair advantage during exams (cheating) is not consistent with the integrity we expect of officer candidates. Confirmed plagiarism or cheating will result in a failing grade for the course and, if applicable, investigation for disenrollment from AFROTC.

14. Students With Disabilities: Students with disabilities requesting accommodations should first register with the Disability Resource Center (352-392-8565), www.dso.ufl.edu/drc/ by providing appropriate documentation. Once registered, students will receive an accommodation letter which must be presented to the instructor when requesting accommodation. Students with disabilities should follow this procedure as early as possible in the semester.

15. Makeup Work/Exams: Makeup work and/or exams may be approved on a case-by-case basis for unusual or unavoidable circumstances. *Requirements for class attendance and make up exams, assignments, and other work in this course are consistent with university policies and that are located:* <https://catalog.ufl.edu/ugrad/current/regulations/info/attendance.aspx>

16. Class Dates And Times: AFR 4211 will be taught Tuesdays, 1250 - 1550L. Details of specific lessons and readings are on the class schedule. Should additional class meeting times be needed due to students with schedule conflicts, those time will be coordinated with the affected individuals.

17. Academic Freedom/Integrity: In accordance with AUI36-2602, Ch 4, academic freedom is essential to advancing teaching, learning, and scholarship. Students are free pursue knowledge, speak, write, and explore complex and controversial concepts and subjects. Academic integrity is the belief in honesty and an intolerance of acts of falsification, misrepresentation, or deception. It is one way that the Air Force core value of integrity is applied within an academic environment. Non-attribution is the principle that protects open expression and discourse within the academic environment. Non-attribution establishes trust relationships by assuring that thoughts and opinions are treated as privileged information not to be shared in other forums nor attributed to a specific individual without prior permission. Due to our military profession, there are some limitations to our academic freedom. This subject will be briefed in detail at the beginning of the semester. Contact the instructor as soon as possible if there are questions or concerns.

18. University Of Florida's Honesty Policy: UF students are bound by The Honor Pledge which states, "We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honor and integrity by abiding by the Honor Code. On all work submitted for credit by students at the University of Florida, the following pledge is either required or implied: "on my honor, I have neither given nor received unauthorized aid in doing this assignment." The Honor Code

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(<http://www.dso.ufl.edu/sccr/process/student-conduct-honor-code/>) specifies a number of behaviors that are in violation of this code and the possible sanctions. Furthermore, you are obligated to report any condition that facilitates academic misconduct to appropriate personnel. If you have any questions or concerns, please consult with the instructor in this class.

19. On-line Course Evaluation Process: Students are expected to provide feedback on the quality of instruction in this course by completing online evaluations at <https://evaluations.ufl.edu>. Evaluations are typically open during the last two or three weeks of the semester, but students will be given specific times when they are open. Summary results of these assessments are available to students at <https://evaluations.ufl.edu/results/>.

20. Term Counseling: All AFROTC students are required to complete a term counseling with their AS Instructor each semester. Work with your class leader to sign up for your term counseling as soon as possible. **I expect that all counselings will be complete prior to COB on 8 March 2023.**



AFR 4211: CLASS SCHEDULE & Tentative Required Readings

NOTE: Instructor reserves the right to adjust topics prior to class in order to enhance training. If the assignment is changed and not briefed the week prior, you won't be held responsible for course work for that week.

Class	Date	Topic	Notes
0	9 Jan	- No Class – Lt Col Caretti TDY to Det/CC Symposium	
1	16 Jan	- Administrative Overview of AFR 4211 - Commission/Oath of Office - Leadership Authority and Responsibility	See Student Reader
2	23 Jan	- Professional/Unprofessional relationships - Ethical Decision Making: Pressure	See Student Reader Current Events Briefings Begin
3	30 Jan	- SAPR - Wingman Intervention	See Student Reader
4	6 Feb	- Military Justice - Military Justice Case Studies	See Student Reader (1350 – 1550)
5	13 Feb	- Corrective Supervision/counseling (ELITE)	See Student Reader
6	20 Feb	- Stress and Resiliency Reflection - Suicide Prevention	See Student Reader Letter of Counseling Due by 1200L
7	27 Feb	- Your First Officer Assignment - Base Agencies - eLearning	See Student Reader
8	5 Mar	- Career Progression	See Student Reader
9	12 Mar	SPRING BREAK – NO CLASS	Be Safe!!
10	19 Mar	- DAF Evaluations	See Student Reader
11	26 Mar	- Blended Retirement - Pay, Allowances, and Leave - Religious Accommodation	See Student Reader 1206 due by 1200L
12	2 Apr	- Leadership Case Studies	See Student Reader
13	9 Apr	- Leadership Vision Briefings	Leadership Vision Paper Due by 1200L
14	16 Apr	- Leadership Vision Briefings - Course Wrap-Up	eLearning Certificates Due by 1200L
15	24 Apr	- Flex Time	As Required

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