



DEPARTMENT OF THE AIR FORCE
AIR UNIVERSITY (AETC)

15 August 2024

MEMORANDUM FOR AS 100 STUDENTS

FROM: AFROTC DET 150/APAS

SUBJECT: AS 100 Course Syllabus and Instructions for
AFR 1101, "The Air Force Today"

1. Welcome to the first semester of the Air Force ROTC General Military Course (GMC). Whether you are here on an ROTC scholarship or just curious about a career in the military, by enrolling in this course you're a part of a unique organization. **If you're interested in being an Air Force officer, you must also be enrolled in and attend the AFR 1101L Leadership Lab (LLAB) which will classify you as an Initial Military Training (IMT) member.** IMT member status alone does not commit you to service in the Air Force. You are only committed to service if you are offered and accept a scholarship and/or contract. If you are not interested in becoming an Air Force officer, you may continue in the academic only portion of the GMC; you do not need to enroll in or attend LLAB and you will be considered a "participating" student (not a cadet).
2. IMT members will be required to meet 3 Practical Military Training (PMT) objectives. The first objective is completing Military Academics (MA) in the form of this Aerospace (AS) class. AS 100 is a two-term course designed to cover Department of the Air Force (DAF) basics, to introduce professional officer traits such as discipline, leadership, followership, and problem solving, and to provide an overview of the Air Force's role in national security. Your other two PMT objectives consist of 2 hours of LLAB and 2 hours of Physical Training (PT) each week.
3. AFROTC will challenge you physically and mentally. Always remember to keep academics your top priority while pushing yourself to grow outside your comfort zone—our nation needs strong leaders of character who are prepared to meet the challenges of the 21st century. Take time to review the course description, objectives, requirements, and schedule detailed in the attachment.

KEVIN M. NEWTON, Capt, USAF
Assistant Professor of Aerospace Studies

1 Attachment:
AS 100 Syllabus



AS 100 Syllabus – Fall 2024

COURSE DESCRIPTION & OBJECTIVES

1. Title – AFR 1101, The Air Force Today

2. Course Description – AFR1101 is a survey course designed to introduce students to the United States Air Force and provides an overview of Department of the Air Force (DAF) basic characteristics, missions, and organization. Featured topics include: Diversity and Teamwork, Air Force Core Values, Self-Mastery, Followership, and Problem Solving.

3. Instructor – Captain Kevin Newton, 211 Van Fleet Hall (3rd Floor Rm 207), (352) 294-0746, kevin.newton@ufl.edu. I have an “open door” policy, which means you are encourage you to reach out to me with any questions or concerns. I am available for appointments/office hours on most weekdays between 0900 and 1500. Appointments are recommended but not required. Should any circumstances arise that could affect your performance or attendance, you are required to keep me informed to prevent an adverse impact on your academic standing and military training.

4. Course Objectives – The aim of this course is to cultivate a foundational understanding and appreciation of the Department of the Air Force's (DAF) core values, culture, and the essential personal attributes that define professionalism within this unique environment. You should learn or comprehend the following over the course of the semester:

- a. Comprehend the importance of self-mastery as a component of DAF professionalism and key to effective followership.
- b. Understand the relationship between teamwork, problem solving, and the DAF culture of innovation.

5. Required Texts – All required texts can be accessed online through <http://elearning.ufl.edu/>. Readings will come from *AS 101: DAF Professionalism* Unit Primers or by the instructor in advance. Written assignment guidance can be found in AFH 33-337, *The Tongue and Quill*.

CLASS REQUIREMENTS AND POLICIES

1. Uniforms – All cadets will wear the uniform of the day (UOD) to class on Wednesdays or Thursdays; this requirement includes the New Cadet Uniform (NCU – Khakis and Polos) until official uniforms are issued. Air Force personal appearance standards must be met in accordance with AFI 36-2903. Academic Only or “Participating” Students are not authorized uniform wear. **Any cadet not in uniform when required** must explain in writing the circumstances for being out of uniform using the official memorandum and will be due to me no later than the beginning of the next class period.

2. Grading Criteria – Grades will be determined as follows:



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Form 48	10 Points
Advisor-signed 48	10 Points
Term Counseling	10 Points
Class participation (Instructor Points)	10 Points
Memo Assignment	30 Points
Quizzes (10)	30 Points
Total Possible	100 Pts

Grade Scale		
A	90-100	4.0 Points
B	80-889	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 1101.*

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. “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.

- UF Undergraduate Catalog: <https://catalog.ufl.edu/>
- Current UF grading policies may be found at:
<https://catalog.ufl.edu/UGRD/academic-regulations/grades-grading-policies/>
- SF Grading Policy: <https://www.sfcollege.edu/registrar/grading-policy/index>

3. Assignments

- Quizzes – There will be 10 online quizzes. Quizzes are due **0930 on the day of class**. You have 2 attempts per quiz and the highest score will be accepted. All quizzes are open notes.
- Form 48s – Drafts due **no later than 9-10 October** (relative to your class), and the final Form 48s signed by your academic advisor are due **no later than 6-7 November** (relative to your class).
- Term Counseling – Due **no later than 6-7 November** (relative to your class).
- Official Memo – Due **no later than 20-21 November** (relative to your class).

4. 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 each** from your instructor points.



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5. Makeup Work/Exams – Only in unusual or unavoidable circumstances will makeup work/exams be offered. These will be handled on a case-by-case basis and **MUST** be coordinated ahead of time or immediately upon return to school. If you miss a class you are responsible to contact the instructor for missed work/assignments and work with the class leader for class notes.

6. Class Leader – I will appoint a class leader. This position may rotate periodically throughout the semester. The class leader will be responsible for the following (duties may be delegated, but the class leader remains fully responsible for accomplishment):

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

7. Attendance – I expect you to attend my class and to be on time. All students (cadets and academic-only) must attend at least 80 percent of scheduled class sessions or instructor approved substitute activities to pass the course. This equates to **NO MORE than 2 unexcused absences during the semester**. The attendance requirement is mandatory and is not flexible.

Poor time management does not warrant an excused absence. It is professional courtesy to coordinate with me ahead of time if you are going to miss a class. If you miss a class you must contact me within two days with documentation to determine if the absence is excused. Requirements for class attendance, make-up exams, assignments and other work in this course are consistent with university policies 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.

8. Class Comportment – The atmosphere will be professional, but intellectually permissive. You are expected to be in the classroom and ready to start on time. The classroom will be called to attention when Cadre enter and exit. Clear your desk of anything not needed for class. Snack foods and drinks are permitted in the classroom. This is a privilege that can be rescinded if abused; ensure the room is clean before you leave the area. Cell phones use is not allowed during class, silence all electronics.

9. Class Dates and Times – AFR1101 will be taught on Wednesday and Thursday from 0935-1025 (period 3). There are two dates listed for all assignments and lessons in this syllabus. The date of your class is the corresponding due date for your quizzes, readings (i.e. if you have class on Wednesday, you cannot turn in an assignment for full credit on Thursday). If you need to attend the other session of class, please coordinate with the instructor ahead of time.



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10. Students with disabilities – Students requesting classroom accommodation must first register with the Disability Resource Center (352) 392-8565, <https://disability.ufl.edu>, 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.

11. Academic Freedom – The free exchange of opinions and ideas is essential to the educational process and, to the greatest extent possible, faculty, students, and staffs are encouraged to speak and write freely. “Statements, disagreements, and other comments made by individuals or groups in the educational forum are safeguarded through the practice of non-attribution” (AUI 36-2608, para. 2.4.). 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; if you have any questions see your instructor as soon as possible.

12. 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 an E for the course and, if applicable, investigation for disenrollment from AFROTC.

13. Academic Honesty Statement – 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 honesty and integrity by abiding by Student 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 (<https://sccr.dso.ufl.edu/policies/student-honor-code-student-conduct-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.

14. Course Feedback. 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/>.

15. Term Counseling: All AFROTC students are required to complete a term counseling with their AS Instructor each semester. This is a graded event as outlined above in “3. Assignments.” Please 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 6-7 November 2024.**



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AS100 CLASS SCHEDULE & REQUIRED READINGS

Required readings are to be completed **BEFORE** class and are from *Air and Space Studies 100*. All required materials can be found on the course page in Canvas (<http://elearning.ufl.edu/>).

Date	Lesson	Topic	Required Reading/ Class Prep/Assign
22 Aug	---	Zero Week	N/A
28-29 Aug	---	Welcome, Course Overview & Admin Introductions	N/A
4-5 Sep	1	Core Values	- Lesson 1 Unit Primer - Quiz
11-12 Sep	2	Diversity and Teamwork	- Lesson 2 Unit Primer - Quiz
18-19 Sep	3	Innovation	- Lesson 3 Unit Primer - Quiz
25-26 Sep	4	Self-Mastery and Self-Awareness	- Lesson 4 Unit Primer - 16 Personalities questionnaire http://www.16personalities.com/ - Quiz
2-3 Oct	5	Growth Mindset	- Lesson 5 Unit Primer - Quiz
9-10 Oct	6	Resiliency	- Lesson 6 Unit Primer - Quiz - Draft Form 48 Due
16-17 Oct	7 & 8	Accountability; Initiative	- Lesson 7 & 8 Unit Primer - Quizzes
23-24 Oct	9	Effective Followership	- Lesson 9 Unit Primer - Quiz
30-31 Oct	9 (cont'd)	Effective Followership (cont'd)	- Lesson 9 Unit Primer (cont'd)
6-7 Nov	10	Problem Solving	- Lesson 10 Unit Primer - Quiz Completed Form 48 Due Term Counseling Due
13-14 Nov	10 (cont'd)	Problem Solving (cont'd)	- Lesson 10 Unit Primer (cont'd)
20-21 Nov	10 (cont'd)	Problem Solving (cont'd)	- Official Memo Due
27-28 Nov		NO CLASS - THANKSGIVING	
4-5 Dec		NO CLASS – READING DAYS (both 4 and 5 Dec)	



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11-12 Dec		NO CLASS/EXAM WEEK	
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