



DEPARTMENT OF THE AIR FORCE
AIR UNIVERSITY (AETC)

11 December 2025

MEMORANDUM FOR AS100 STUDENTS

FROM: AFROTC DET 150/APAS

SUBJECT: AS100 Course Syllabus and Instructions for AFR 1120, “Heritage and Values”

1. Welcome to the second 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 1120L Leadership Lab (LLAB).** If you are not interested in becoming an Air Force officer, or if you drop mid-semester, 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). Attending this class 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. Please keep Cadre updated if your academic plans change during the semester.

2. Overall academic performance is a priority in this program. All cadets are required to maintain a 2.0 as non-contracted cadet, and a 2.5 GPA if you are a contracted cadet. In addition to the Aerospace Studies class, AFROTC requirements include meeting Practical Military Training (PMT) objectives. PMT consists of 2 hours of LLAB, 2 hours of physical training (PT), and 1 hour of Military Academics (MA) each week; **This only applies to applicable cadets.** Additionally, per AFROTCI 36-2011, volume 3, we have a max of 6 hours of PMT per week (more can be approved by the Det commander on a case-by-case basis) to incorporate additional PT, re-accomplish missed LLAB objectives, or to perform Cadet Wing duties (this list is not all-inclusive). Additional activities through Billy Mitchell Drill Team, Arnold Air Society, or the Avigator Booster Club are not a mandatory part of the AFROTC program, and will not be taken into account when evaluating your performance in the AFROTC program.

3. Take time to review the course description, objectives, requirements and schedule detailed in the attachment. Read and adhere to this guidance now and consistently throughout the semester. If you have any questions, reach out on teams or email me at Emily.vila@ufl.edu, or stop by my office. Let us have an amazing semester and hopefully a great start to your future career!

EMILY R. VILA, Capt, USAF
Assistant Professor of Aerospace Studies

Attachment:
AS 100 Syllabus – Spring 2026



AS 100 Syllabus – Spring 2026

COURSE DESCRIPTION & OBJECTIVES

1. Title – AFR 1120, Heritage and Values

2. Course Description – AS100, "Heritage and Values," is a survey course designed to introduce students to the Department of the Air Force (DAF) and provides an overview of the basic characteristics, missions, communications, and organization of the Air Force and Space Force such as writing, public speaking, and various Air Force topics.

3. Instructor – Captain Emily R. Vila, 211 Van Fleet Hall (3rd Floor Rm 207), (352) 294-0745, Emily.vila@ufl.edu. Please reach out to me with any questions or concerns at any time! 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. I am available for walk-in meetings most days and times 0900-1500 around class hours except Fridays. I recommend scheduling an appointment to ensure we have the time you need.

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

- a. Know the basic guidelines for writing official DAF papers.
- b. Learn the Tongue & Quill (T&Q) guidance to develop and deliver a professional military briefing.
- c. Understand basic warfare as it pertains to the US military.
- d. Understand how the DAF complements the roles of sister services in a joint endeavor.
- e. Know the mission and organization of each USAF major command (MAJCOM) and USSF field command (FLDCOM).
- a. Identify primary officer Air Force Specialty Code (AFSC) categories and potential jobs offered to graduates in each category.
- b. Learn and value the concept of professionalism and the need for standards and accountability in the military.

5. Required Texts – All required texts can be accessed online through <http://elearning.ufl.edu/>. Readings will come from the text *Air and Space Studies 200* 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.



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

Air Force DAF Commands MFR	25 pts
Air Force AFSC/Career Field Briefing & Project	25 pts
Canvas Assignment	15 pts
Canvas Quiz (in class only)	15 pts
Form 48 Submission	10 pts
Class Participation	5 pts
Term Counseling	5 pts
Total Possible	100 pts

Grade 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 1120.*

- a. Failed AS Classes: Cadet may apply for re-entry, but the failed class(es) will have to be re-accomplished for AFROTC credit.
- b. 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.
- a. Links.
 - a. UF Undergraduate Catalog: <https://catalog.ufl.edu/>
 - b. Current UF grading policies may be found at: <https://catalog.ufl.edu/UGRD/academic-regulations/grades-grading-policies/>
 - c. Academic policies and campus resources can be found at: <https://go.ufl.edu/syllabuspolicies>
 - d. SF Grading Policy: <https://www.sfcollege.edu/registrar/grading-policy/index>

3. Assignments: Total points: 90

1. **Air Force MFR on a DAF Command (25 pts):** Individually write an MFR addressed to any of the DAF Commanders. It can be a pretend scenario, it could be a letter of recommendation for someone applying to be their executive officer, or it could be an imaginary event that occurred and this MFR is in response to it. Be creative, and come up with a situation that someone within that Command may encounter. Use the Tongue and Quill.
2. **Air Force AFSC/Career Field Brief and Project (25 pts):**
 - a. **Part 1:** Students in small groups of 2-4 will be required to give a 5-8 minute brief on their assigned USAF Officer AFSC. In the group, one or more people will pretend to be an officer in an assigned AFSC, and can act out a scene to help



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explain what they do on the daily basis. Enough research should be done on this job to come up with accurate scenario. Everyone will have a speaking part and it's up to the small group to determine how that is executed. They can also film a video if they so choose outside of class. I must watch the class prior to playing in class.

- b. **Part 2:** using my shell example document in canvas to create the project, you'll create that AFSC for the Detachment's Lift-a-Flap AFSC board. It will include the AFSC on front page (the flap), with 5 concise bullet points explaining the job inside with a picture or clipart to make it creative. Example will be attached to assignment in canvas.

3. **Canvas Assignment (15 pts):** In canvas, your group will come up with 5 questions of multiple choice questions and submit them to me by week 5 (11 Feb for Wednesday class and 12 Feb for Thursday class). This will require some proactive reading ahead to come up with questions, and any term course content in fair game.

4. **Canvas Quiz (15 pts):** A 25-question quiz will be taken in class 8 April and 9 April (2nd to last official class day) prior to the last lesson. Students will have the answers in a database of questions by week 7 (25/26 Feb) posted in Canvas so they can study the material in preparation for the quiz. The goal of this quiz is to learn rote memorization of material to prepare for future Air Force tests on active duty.

5. **Form 48 Submission (10 pts):** Please submitted **signed** Form 48 in Canvas. This needs to include your Major, all classes until degree completion including ROTC classes. If a Santa Fe cadet, please submit 2 Form 48s: One strictly with SF classes signed by your advisor, and one unofficial/unsigned Form 48 with planned/expected UF classes for degree completion if transferring. The goal of this is to ensure we have the correct degree plan in Wings, and that you are able to stay eligible for ROTC with the required full-time requirements.

4. Class Points: Total points: 10

1. Class Participation (5 pts):

These points will be based on attendance and participation in class. Evidence of preparation (i.e., showing up prepared with the required readings), positive attitude, willingness to learn, and overall participation. Each unexcused absence will result in a **2-point deduction each** from your instructor points with more than 2 unexcused absences to pass the class.

2. Term Counseling (5 pts):

Counseling will be individually scheduled throughout last March and April. The goal of the counseling is to ensure each cadet knows approximately where they stand among their peers, and strengths and weaknesses can be addressed.

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 for contacting the instructor for missed work/assignments and work with the class leader for class notes.

6. **Class Leader:** I will appoint 2 class leaders. This position may rotate every two weeks 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):



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- a. Calling the classroom to attention
- b. Attendance
- c. Room care
- d. Preparing the class for dismissal
- 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. Points will be deducted from class participation if you do not reach out to me about your absence.

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 via Teams or email. Let me know if you're a commuting student or have a tight schedule and I will work with you. 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, 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 Behavior – 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. Upon completion of class for the day, the instructor will state “Class Leader, prepare the class for dismissal”. The class leader will then call the room to attention and state “Ma’am/Sir, the class is ready for dismissal”. The instructor will then release the class at their discretion. During class, clear your desk of anything not needed for class. Light snack foods and drinks are permitted in the classroom. This is a privilege that can be rescinded if abused; ensure the room is clean, and free of crumbs and trash before you leave the area. Cell phones use is not allowed during class, silence all electronics unless prior coordination with me or for use during a lesson.

9. Class Dates and Times – AFR1120 will be taught on Wednesday and Thursday from 0935-1025. If you need to attend the other session of class due to a scheduling conflict, please coordinate with the instructor ahead of time. If you need to swap to a different day, short term or permanently, let me know ahead of time.

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. Keep in mind, for the AFOQT or official Air Force testing, this does not apply.

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.).



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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.

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.

Generative AI Usage –

AI, such as Chat GPT, Co-Pilot, Gemini etc., can be a great tool in the academic environment when used appropriately for generating ideas, interpreting, editing, and outlining. I will not tolerate a copy and paste response prompt from an AI source for your assignment paper. Our policy mirrors UF’s Academic Integrity standards. Keep in mind, citations may be required when using AI. Read more about it here: <https://ai.ufl.edu/for-our-students/guidance-for-students/>

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. Please work with your class leader to sign up for your term counseling as soon as possible.



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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
14/15 Jan	11	Welcome, Course Overview & Admin Introductions as needed	Lesson 11 & finish application/documents for new cadets
21/22 Jan	12	Writing Overview	Lesson 12 & Tongue and Quill (be familiar) Sign up for AFSC Groups
28/29 Jan	13	Speaking Overview	Lesson 13
4/5 Feb	14	What is War?	Lesson 14
11/12 Feb	15	Principles of Joint Operations & Tenets of Airpower	Lesson 15 Canvas assignment quiz questions due
18/19 Feb	15	Principles of Joint Operations & Tenets of Airpower (Continued)	Lesson 15 Start Mid-term Feedbacks
25/26 Feb	16	What the DAF Brings to the Fight	Lesson 16 Question Bank released in Canvas
4/5 Mar	16	What the DAF Brings to the Fight (Continued)	Lesson 15
11/12 Mar	17	DAF Commands	Lesson 17
18/19 Mar		NO CLASS – SPRING BREAK	
25/26 Mar	17	DAF Commands (Continued)	MFR Assignment Due COB 19 Mar
1/2 Apr	18	Career Field/AFSC Briefings	Lesson 18 AFSC Group Presentations start
8/9 Apr	18	Career Field/AFSC Briefings (Continued)	Part 2 of AFSC Project due in Canvas
15/16 Apr	19	*Canvas Quiz in class*	Study Quiz Bank
22 Apr	10	Professionalism, Standards & Accountability & Quiz Make-up	*Form 48s Due* Lesson 19
23 Apr	--	NO CLASS – READING DAYS	
29/30 Apr	--	NO CLASS/EXAM WEEK	Grades due 4 May