



**DEPARTMENT OF THE AIR FORCE
AIR FORCE RESERVE OFFICERS' TRAINING CORPS (AFROTC)**

13 Jan 2025

MEMORANDUM FOR AFR 4211 STUDENTS

FROM: AFROTC DET 150/CC

SUBJECT: Course Syllabus and Instructions for AFR 4211

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, command and leadership, career development, oath of office, communication skills, administrative discipline, typical base agencies/services, and managing a military life and finances.
3. Those gold bars are within reach. Keep the pedal to the floor and accelerate all the way to commissioning. 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

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

2. Course Description – AFR 4211 is designed to prepare you for active duty entry, and includes topics on advanced leadership ethics and authority. Special topics of interest focus on the military as a profession, military justice, 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 inform me as soon as possible to prevent any adverse impact on your academic standing and military training. I am available for office hours/appointments most weekdays 0800 – 1700.

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

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

5. Required Texts:

- a. All student reader content from AFROTC and external instructor assigned readings are uploaded to the course Canvas page in the “Files” module for each week.
- b. *Sharing Success Owning Failure, Preparing to Command in the Twenty-First Century Air Force*, David L. Goldfein, Air University Press, October 2001
https://www.airuniversity.af.edu/Portals/10/AUPress/Books/B_0081_GOLDFEIN_SHARING_SUCCESS.PDF

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

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AFR 4211: CLASS REQUIREMENTS & POLICIES

6. Uniforms: Cadets will wear uniform of the day during class. This will typically be the utility uniform (OCP/FDU) unless told otherwise.

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 Briefing	20 Points
eLearning Certificates	5 Points
Current Event	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	60-67	1.0 Points
E	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. 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. UF Academic policies and campus resources are available at <https://go.ufl.edu/syllabuspolicies>
- b. SF Grading Policy: http://www.sfcollege.edu/about/?section=general_academic_information

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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.

Sign-Ups for Briefing topics are located at Teams → Cadre → AS400 Class

9. Class Leader: Class leaders will be assigned on a rotational basis. 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 times and uploading presentations
- e. Disseminating information/updates to the class as applicable

10. Attendance: You are preparing to be active duty lieutenants. I expect you to attend all classes and arrive on-time. You can miss up to 20% or 2 classes and not fail for attendance. However, you will lose instructor points for every unexcused absence or tardy (see instructor point section). If you are going to miss, you must coordinate with me prior to class. Requirements for class attendance assignments, and other applicable work or exams 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 and engagement in the class. Each unexcused absence will result in a **2-point deduction** from your final grade. Each unexcused tardy to class will result in a **1-point deduction** from your final grade.

12. Class Compartment: The atmosphere is a professional military environment, but intellectually permissive. The classroom will be called to attention when the instructor enters (at the beginning of class) and when class is dismissed after it is evident there are no final questions. Closed lid drinks are permitted in class, but snacks and food items are not.

13. Integrity: Intentionally passing off someone else’s work as your own (plagiarism) or gaining unfair advantage on assignments (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.

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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 from 1355 – 1655L. Details of specific lessons and readings are on the class schedule.

17. Academic Freedom/Integrity and Non-Attribution: 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 (<http://www.dso.ufl.edu/scsr/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.

18.1 Use of Entity (Artificial Intelligence) in Coursework: The use of any “entity” to generate student work is prohibited in all Aerospace Studies courses. According to the University of Florida Student Honor Code, an "entity" includes, but is not limited to: generative artificial intelligence, large language models, content generation bots, or other non-human intelligence or digital tools. The honor code further states that "cheating" includes but is not limited to

collaborating with an entity when faculty has expressly prohibited collaboration. Bottom line: If you use an entity to generate any portion of any graded assignment in Aerospace Studies, you will receive a zero for that assignment and will be in violation of the honor code due to cheating.

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. **All term counselings will be complete prior by COB 6 March 2026.**

Sign-Ups for term counselings are located at Teams → Cadre → AS400 Class

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. Changes to this version will be **highlighted in green.**

Class	Date	Topics	Notes
1	13-Jan	Overview (Current Event Demo)	*All Term Readings in Canvas Course Files
		Commission/Oath of Office	
2	20-Jan	Leadership, Authority, & Responsibility	Current Events Briefings Begin
		Joint Ethics	
3	27-Jan	Ethical Decision Making: Pressure	
		LOC Assignment Intro	
4	3-Feb	Military Justice	
		Military Justice Case Studies	
5	10-Feb	Wingman Intervention (Refresher)	
		SAPR	
6	17-Feb	Code of Conduct	Letter of Counseling Due by 1200L
		Religious Freedom	
7	24-Feb	First Officer Assignment	Read 2nd Lt Survival Guide SSOFF Chap 1
		Base Agencies	
8	3-Mar	Pay, Allowance, and Leave	SSOFF Chap 2
		Blended Retirement	
9	10-Mar	Financial Readiness	SSOFF Chap 3
-	17-Mar	UF Spring Break	
10	24-Mar	Career Progression	1206 Due by 1200L SSOFF Chap 4
11	31-Mar	Stress and Resiliency	SSOFF Chap 5
12	7-Apr	Leadership Briefings	Leadership Vision Paper due by 1200L
13	14-Apr	FLEX	eLearning Certificates due by 1200L As required
14	21-Apr	FLEX	As required

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