

AEROSPACE STUDIES 120
COURSE SYLLABUS
SPRING 2016

COURSE TITLE:

AES 120: THE FOUNDATIONS OF THE UNITED STATES AIR FORCE



UNLV
UNIVERSITY OF NEVADA LAS VEGAS

SECTION A
STAFF ROSTER/CADRE & LEARNING OUTCOMES

The AFROTC Detachment 004 is located in the Carlson Education Building.

STAFF:

Phone:

Email:

Office Hours:

Learning Outcomes:

- Demonstrate knowledge of the Air Force organizational structure, its mission, and basic facts about leadership positions.
- Explain the basic history of Air Force officership as a profession.
- Apply Air Force communication guidance for written documents and briefings.
- Identify and list career fields available to AFROTC cadets under the Air Force Specialty Code (AFSC) system.
- Comprehend the importance of Core Values to Air Force members and be able to accurately describe the concepts of Air Force Leadership.
- Describe the purpose of a military officer's oath of office and commission.

Privacy Act Statement of 1974 as amended applies: This syllabus may contain information which must be protected IAW DoD 5400.11R and is For Official Use Only (FOUO).

SECTION B

Instructor: Capt Miles

Length of Term: 19 Jan 16 – 13 May 16

1. Description:

AES 120 is a one-semester survey course, called FOUNDATIONS OF THE UNITED STATES AIR FORCE. It is designed to introduce you to the Air Force Reserve Officer Training Corps (AFROTC) and the Air Force. During this course you will learn about AFROTC and the Air Force organizational structures and how they function. This course provides an opportunity for you try out the Air Force to see if it is something you are interested in. By just taking this course you **ARE NOT** committed to join the USAF.

2. **Attendance Policy:**

- 2.1. Cadets: (students on scholarship and students in the AFROTC program pursuing a commission) Must attend 80 percent of all of following events to receive a passing grade.
 - 2.1.1. Must attend 80 percent of all Aerospace Studies (AS) classes per semester
- 2.2. Students: (students taking AS course for academic purposes only) Must attend 80 percent of Aerospace Studies (AS) classes per semester.
 - 2.2.1. Students whose names do not appear on the university's official class list by the add/drop date will not be permitted to participate (attend class, take exams, or receive credit).
- 2.3. Absences **must** be coordinated **in advance** with the instructor (except academic only students). If you are sick, you must call or email the instructor **prior to class** or it will be an unexcused absence. To have an absence excused, you must prepare and submit, via WebCampus, an Air Force Official Memorandum (format found on page 183 of the Tongue & Quill) explaining the reason for your absence, and submit it **no later than the beginning of the next scheduled class**. True personal illness or injury, hospitalization, family emergencies, and intercollegiate competitions (for UNLV teams to which you belong) are considered excused absences. All other absences are unexcused unless they likewise involve extraordinary circumstances beyond the cadet's control and are judged by the instructor to warrant excused status.

3. **Classroom Behavior:** Military courtesy is practiced in class and during Leadership Laboratory to familiarize you with the military environment. As USAF officer trainees, your actions, speech, dress, and appearance, both on and off campus, reflect not only upon you, but also upon the United States Air Force.

- 3.1. You will address all instructors and AFROTC staff by appropriate military rank or title.
- 3.2. Maintain an atmosphere of non-attribution, respect, military discipline, and attention to the subject while in class.
- 3.3. When a ranking officer enters a classroom, it is customary for the cadets to come to attention (one cadet will call the room to attention) until directed to sit. When the officer departs, the class comes to attention until the officer leaves the room. Use the following classroom protocol guidelines to call the class to attention:
 - 3.3.1. The first cadet to see an officer entering the room will call the class to attention. Remain standing at attention until the officer directs you otherwise.
 - 3.3.2. The designated class leader will report in to the instructor. Face the instructor, salute, and state "Ma'am/Sir, AS 100 Class all present and accounted for." Add "with the exception of Cadet ..." as appropriate. The instructor will return the salute and begin class.
 - 3.3.3. At the conclusion of class, the class leader will call the room to attention and request permission to be dismissed. Face the instructor, salute, and state "Ma'am, AS 100 Class

requests permission to be dismissed.”

- 3.4. If you arrive late, take a seat quietly and minimize disruption. See the instructor after class to discuss the reason for your tardiness.
- 3.5. In accordance with both the written policies of this university and with the USAF standards of conduct, cheating and plagiarism are not tolerated.
 - 3.5.1. **Cadet Honor Code:** “We will not lie, steal, or cheat; nor tolerate among us anyone who does.” Additionally, the integrity of a cadet’s word must be unquestionable. His/her word must be more than good; it must be unequivocally sincere. A student’s signature must also be a seal of good faith. He/she stands behind it with their honor. It is the mark of the assumption of responsibility and their firm promise to fulfill that responsibility.
 - 3.5.2. **Plagiarism:** Plagiarism and cheating **WILL NOT** be tolerated; both will be dealt with severely. Plagiarism is using others’ ideas and words without clearly acknowledging the source of that information.
- 3.6. Smokeless tobacco products are not permitted in the classroom. Eating, drinking, and chewing gum will adhere to university guidelines.
- 3.7. Cell phones, pagers, and other electronic devices will be turned off while class is in session.
- 3.8. **Detachment 004** is treated as a **military installation** for training purposes. As such, **Air Force dress, appearance and conduct** requirements apply when you are in the building. Refer to Air Force Instruction AFI 36-2903, AFROTC Supplement (located on Web-Campus) for the standards of dress and personal appearance.
 - 3.8.1. The military uniform will be worn to class, to Leadership Laboratory and to any other specified military activity as directed (see Operations Orders).
- 3.9. **Policy on Complaint Resolution:** Any complaint or concern, whether of an academic or personal nature, in any of the AS academic classes should be brought to the attention of the AS instructor teaching the class. The form of this complaint can be written or verbal. The PAS is Lt Col Allen Henderson. If the complaint is directed at the PAS you should go to one of the Assistant Professors of Aerospace Studies, the Dean of the College of Engineering or, the AFROTC Southwest (SW) Region Commander, as appropriate. Final resolution of complaints involving the PAS will be sought either from the Dean of the College of Engineering or the Commander, AFROTC SW Region, as appropriate.
- 3.10. **Bulletin Boards:** Students are responsible for all the information posted on the detachment bulletin boards. As a minimum, check these boards before each class. Cadets should also check WebCampus for important messages and supplemental academic information.
- 3.11. **UNLV Policy:** Emergency Notification System: All students should register for the UNLV Emergency Notification System at <http://www.unlv.edu/safety/ens> cell phone message and text message options by providing your phone number with area code. One student per class will be designated to have their cell phone available during class, on vibrate, to receive notifications and provide that information to the class.
- 3.12. **UNLV Specific Policies:** For additional information on academic misconduct, copyright policies, disability resource center (DRC), religious holidays, tutoring, and UNLV writing center, refer the web at http://provost.unlv.edu/policies.html#list_s

4. **Grading and Evaluation Procedures:** Final grades will be determined as follows:

4.1. Points will be awarded for the following:

<u>ITEMS</u>	<u>POINTS</u>	<u>PERCENT</u>
Class Participation	10	10%
Quiz	10	10%
Mid-Term Exam	25	25%
Briefing 1 Min impromptu briefing	15	15%
Official Email	15	15%
Final Exam	25	25%

TOTAL 100 100%

4.2. Letter grades will be awarded based on the following point totals:

Grade	Percentage
A	[93%, ∞]
A-	[90%, 92.99%]
B+	[87%, 89.99%]
B	[83%, 86.99%]
B-	[80%, 82.99%]
C+	[77%, 79.99%]
C	[73%, 76.99%]
C-	[70%, 72.99%]
D+	[67%, 69.99%]
D	[63%, 66.99%]
D-	[60%, 62.99%]
F	[-∞, 59.99%]

Note: Any grade below a “C-” is considered unsatisfactory for Air Force ROTC standards and may lead to dismissal from the AFROTC program.

- 4.3. **Quizzes** on assigned readings and previous lectures are given throughout the term.
- 4.4. **Make-ups for missed exams** as a result of an **excused** absence are given with no penalty. Make-ups for missed exams as a result of an **unexcused** absence are given; however, a **10%-penalty** is assessed.
- 4.5. **Assignments:** ASSIGNMENTS ARE DUE AT THE BEGINNING OF CLASS ON THE DUE DATE; 10% -penalty for late assignments submitted within 24 hours of due date; 20%-late penalty for submissions more than 24 hours late. All assignments must be typed and in the proper format, as outlined in AFH 33-337, Tongue and Quill. **Papers are graded on both content (50%) and format (50%).**
- 4.6. **Briefing:** Each student is required to give an impromptu briefing on the subject of the instructor’s choice. Briefs must be 1 minute. **Briefs are graded on both content (50%) and time (50%).**
- 5. **Course Schedule:** Refer to the attached lesson outline for lesson objectives, course goals, samples of behavior, and reading assignments.

5.1. **Class Time:**

<u>DAY</u>	<u>TIME</u>	<u>SUBJ NO</u>	<u>LOCATION</u>
Wed	08:30-09:20AM	AES 120/1001	CBC C118
Thur	2:30-3:20PM	AES 120/1002	CBC C122

Week	Day	Date	Lesson / *Assignment/Quiz*	Reading
1	W	20-Jan	LESSON 11: Welcome and Course Overview	N/A
	Th	21-Jan		
2	W	27-Jan	LESSON 12: AF Heritage	Pg 124-155
	Th	28-Jan		
3	W	3-Feb	LESSON 12: AF Heritage	Pg 124-155
	Th	4-Feb		
4	W	10-Feb	LESSON 13: Listening	Pg 159-163
	Th	11-Feb		
5	W	17-Feb	LESSON 14: AF Installations	Pg 164-170
	Th	18-Feb		
6	W	24-Feb	LESSON 15: War and the US Military	Pg 171-182
	Th	25-Feb		
7	W	2-Mar	Exam Review	*1-2 min Impromptu Briefings*
	Th	3-Mar		
8	W	9-Mar	**MID-TERM EXAM**	
	Th	10-Mar		
9	W	16-Mar	LESSON 16: AF Core Values	Pg 183-204
	Th	17-Mar		
SB	W	23-Mar	****SPRING BREAK****	
	Th	24-Mar		
10	W	30-Mar	LESSON 16: AF Core Values	Pg 183-204
	Th	31-Mar		
11	W	6-Apr	LESSON 17: The AF Leader	Pg 205-222
	Th	7-Apr		
12	W	13-Apr	LESSON 18: Human Relations	Pg 223-237
	Th	14-Apr		
13	W	20-Apr	LESSON 18: Human Relations	Pg 223-237
	Th	21-Apr		
14	W	27-Apr	LESSON 19: Oath of Office	Pg 238-255
	Th	28-Apr		
15	W	4-May	**STUDY WEEK**FINAL EXAM REVIEW	
	Th	5-May		
16	W	11-May	**FINAL EXAM**	
	Th	12-May		

5.2. **Textbooks** - Applicable textbooks for this class are provided free of charge. Textbooks are electronic and will be made available.

5.2.1. Textbooks for class

5.2.1.1. The Foundations of the USAF T-107, 2015-2016 Edition (e-copy)

- 5.2.1.2. AFH 33-337 Tongue & Quill (e-copy)
- 5.2.1.3. The Armed Forces Officer (e-copy)
- 5.2.1.4. Holm Center Training Manual (e-copy)

6. **Instructional Method:** To achieve these goals, this course will be conducted through various methods, but always focused on student-centered learning where your required performance is specified as follows. The Air Force subscribes to student-centered learning, as described by Dr. Benjamin Bloom in his Taxonomy (hierarchy) of Learning. The hierarchy consists of six progressive levels and associated student mental activities:

Knowledge -- Recall or recognize (memorize)
 Comprehension -- Translate, interpret, extrapolate (put into own words)
 Application -- Use generalizations in specific instances
 Analysis -- Determine relationships
 Synthesis -- Create new relationships
 Evaluation -- Exercise of learned judgment

This course will be taught at the knowledge level. This is reflected in the main points/samples of behavior shown on each lesson plan in this syllabus and in the course goals listed above. The knowledge-level of learning requires you demonstrate the ability to: list, describe, identify, state, explain, outline and summarize. These are called samples of behavior (SOBs).

7. **Class Format:** Classes will consist of lectures and discussions. Visual aids will be used to supplement the instruction. You may ask questions at any time. Your active participation in class discussions is an important ingredient in your learning process. Please come prepared!
8. **Counseling:** Instructor – student counseling is required at the mid-term point to review your academic progress, AFROTC membership status, and future goals. It will occur mid-semester and last approximately 20-30 minutes. Coordinate an appointment time with Mrs. Sawicki.
9. **Tutoring:** The instructor is available to provide individual instruction and guidance. See the instructor after class or contact Mrs. Sawicki for an appointment.
10. **Open Door Policy:** All AFROTC instructors practice an open door policy, which means students can ask to see an instructor at any time during normal office hours: M-F – 0830 to 1630; other times may be arranged via appointment. Although office hours are preplanned, it is always advisable and courteous to call or sign-up in advance to ensure instructor availability.
11. **Lesson Objectives and Samples of Behavior:** **Samples of Behavior for each lesson are listed at the end of this syllabus and in the student notetaker.** The Samples of Behavior are stated in behavioral terms. They call for you to demonstrate knowledge of these items in either oral or written form. The lesson Samples of Behavior represent specific outcomes that you are expected to achieve/demonstrate in class.

UNLV POLICIES

Academic Misconduct—Academic integrity is a legitimate concern for every member of the campus community; all share in upholding the fundamental values of honesty, trust, respect, fairness, responsibility and professionalism. By choosing to join the UNLV community, students accept the expectations of the Student Academic Misconduct Policy and are encouraged when faced with choices to always take the ethical path. Students enrolling in UNLV assume the obligation to conduct themselves in a manner compatible with UNLV's function as an educational institution.

An example of academic misconduct is plagiarism. Plagiarism is using the words or ideas of another, from the Internet or any source, without proper citation of the sources. See the *Student Academic Misconduct Policy* (approved December 9, 2005) located at: <https://www.unlv.edu/studentconduct/student-conduct>.

Copyright—The University requires all members of the University Community to familiarize themselves **with** and to follow copyright and fair use requirements. **You are individually and solely responsible for violations of copyright and fair use laws. The university will neither protect nor defend you nor assume any responsibility for employee or student violations of fair use laws.** Violations of copyright laws could subject you to federal and state civil penalties and criminal liability, as well as disciplinary action under University policies. Additional information can be found at: <http://www.unlv.edu/provost/copyright>.

Disability Resource Center (DRC)—The UNLV Disability Resource Center (SSC-A 143, <http://drc.unlv.edu/>, 702-895-0866) provides resources for students with disabilities. If you feel that you have a disability, please make an appointment with a Disabilities Specialist at the DRC to discuss what options may be available to you. If you are registered with the UNLV Disability Resource Center, bring your Academic Accommodation Plan from the DRC to the instructor during office hours so that you may work together to develop strategies for implementing the accommodations to meet both your needs and the requirements of the course. Any information you provide is private and will be treated as such. To maintain the confidentiality of your request, please do not approach the instructor in front of others to discuss your accommodation needs.

Library Resources

Students may consult with a librarian on research needs. For this class, the subject librarian is Sue Wainscott. (https://www.library.unlv.edu/contact/librarians_by_subject). UNLV Libraries provides resources to support students' access to information. Discovery, access, and use of information are vital skills for academic work and for successful post-college life. Access library resources and ask questions at <https://www.library.unlv.edu>.

All information (except instructor-specific information) outlined in the August 2016 Minimum Criteria for Syllabi – Academic Year 2016-2017 from the Provost's Office. (Memo attached) You can cut and paste the exact text below for the UNLV Policies section in each syllabus:

Religious Holidays Policy—Any student missing class quizzes, examinations, or any other class or lab work because of observance of religious holidays shall be given an opportunity during that semester to make up missed work. The make-up will apply to the religious holiday absence only. It shall be the responsibility of the student to notify the instructor within the first 14 calendar days of the course for fall and spring courses (excepting modular courses), or within the first 7 calendar days of the course for summer and modular courses, of his or her intention to participate in religious holidays which do not fall on state holidays or periods of class recess. For additional information, please visit: <http://catalog.unlv.edu/content.php?catoid=6&navoid=531>.

Transparency in Learning and Teaching—The University encourages application of the transparency method of constructing assignments for student success. Please see these two links for further information:

<https://www.unlv.edu/provost/teachingandlearning>
<https://www.unlv.edu/provost/transparency>

Incomplete Grades—The grade of I—Incomplete—can be granted when a student has satisfactorily completed three-fourths of course work for that semester/session but for reason(s) beyond the student’s control, and acceptable to the instructor, cannot complete the last part of the course, and the instructor believes that the student can finish the course without repeating it. The incomplete work must be made up before the end of the following regular semester for undergraduate courses. Graduate students receiving “I” grades in 500-, 600-, or 700-level courses have up to one calendar year to complete the work, at the discretion of the instructor. If course requirements are not completed within the time indicated, a grade of F will be recorded and the GPA will be adjusted accordingly. Students who are fulfilling an Incomplete do not register for the course but make individual arrangements with the instructor who assigned the I grade.

Tutoring and Coaching—The Academic Success Center (ASC) provides tutoring, academic success coaching and other academic assistance for all UNLV undergraduate students. For information regarding tutoring subjects, tutoring times, and other ASC programs and services, visit <http://www.unlv.edu/asc> or call [702-895-3177](tel:702-895-3177). The ASC building is located across from the Student Services Complex (SSC). Academic success coaching is located on the second floor of the SSC (ASC Coaching Spot). Drop-in tutoring is located on the second floor of the Lied Library and College of Engineering TEB second floor.

UNLV Writing Center—One-on-one or small group assistance with writing is available free of charge to UNLV students at the Writing Center, located in CDC-3-301. Although walk-in consultations are sometimes available, students with appointments will receive priority assistance. Appointments may be made in person or by calling 702-895-3908. The student’s Rebel ID Card, a copy of the assignment (if possible), and two copies of any writing to be reviewed are requested for the consultation. More information can be found at: <http://writingcenter.unlv.edu/>.

Rebelmail—By policy, faculty and staff should e-mail students’ Rebelmail accounts only. Rebelmail is UNLV’s official e-mail system for students. It is one of the primary ways students receive official university communication such as information about deadlines, major campus events, and announcements. All UNLV students receive a Rebelmail account after they have been admitted to the university. Students’ e-mail prefixes are listed on class rosters. The suffix is always @unlv.nevada.edu. **Emailing within WebCampus is acceptable.**

Final Examinations—The University requires that final exams given at the end of a course occur at the time and on the day specified in the final exam schedule. See the schedule at: <http://www.unlv.edu/registrar/calendars>.