

AIR FORCE JUNIOR ROTC (TN-944)
COURSE SYLLABUS
AY 2015-2016
3334 AFJROTC

Course Name: 3334 AFJROTC(IV) Management of the Corps/Principles of Management/Personal Finance

The Mission of Air Force JROTC is to develop citizens of character dedicated to serving their nation and community.

CREDIT HOURS: 1 Elective Credit, including ½ Personal Finance Credit

INSTRUCTOR NAMES: Lt Col Davis, Maj Dailey, MSgt Parker

REQUIRED TEXTS AND MATERIALS:

Aerospace Science: Management of the Cadet Corps
Fall Semester 400a: Management of the Corps
400b: Management of the Corps
Spring Semester 400c: Management of the Corps
400d: Management of the Corps
Leadership Education 400: *Principle of Management*
Fall Semester Unit 1: Introduction of Management
Unit 2: Planning
Unit 3: Organizing, Ch. 6
Spring Semester Unit 3: Organizing, Ch. 6, cont.
Unit 4: Leading
NEFE HS Financial Planning Program
Modules 1-6
Drill and Ceremonies, AF Manual 36-2203, both semesters

COURSE DESCRIPTION: The cadets should manage the entire corps during their fourth year in the Air Force Junior ROTC program. The course consist of three components: Aerospace Science- Management of the Corps (40%), Leadership Education: Principle of Management/Drill and Ceremonies, and Personal Finance (40 %), and Wellness (20%). The **Aerospace Science IV** course is Management of the Cadet Corps. This hands-on experience affords cadets the opportunity to put theories of previous leadership courses into practice. Planning, organizing, coordinating, directing, controlling, and decision-making will be done by cadets. They will put into practice their communication, decision-making, personal-interaction, managerial, and organizational skills. The Aerospace Science Instructors will structure the class so that cadets achieve course objectives by completing core management activities.

Leadership Education 400: This course provides exposure to the fundamentals of management. It contains many leadership topics that will benefit students as well as provide them with some of the necessary skills needed to put into practice what they have learned in AFJROTC. Throughout the course and in the text are many ethical dilemmas, case studies, and role play activities built into the lessons. These activities are based on real life experience and will allow students the opportunity to practice what they have learned by getting involved in discussions and expressing their opinions. As a result of the cadets taking part in the **NEFE High School Financial Planning Program**, the cadets will build confidence to make financial decisions related to managing personal resources, building earning capacity, protecting assets, adapting to unexpected events, applying sound foundational financial decision making principles, and exhibiting sensible

behaviors related to money management. The course covers Tennessee State standards for a half credit in Personal Finance. The **Wellness/Physical Fitness** portion will incorporate the Cadet Wellness Program using the President's Fitness Challenge. This is an exercise program focused on following published key guidelines for adolescents, and working on fitness goals. Students **WILL** wear the Air Force JROTC uniform weekly (Wednesday or Thursday) and the AF issued PT T-shirt and the AF issued PT shorts on Fridays.

COURSE OBJECTIVES AND OUTCOMES:

Management of the Corps:

1. Apply theories and techniques learned in previous leadership courses.
2. Analyze how to develop leadership and management competency through participation.
3. Analyze strengthened organizational skills through active incorporation.
4. Evaluate how to develop confidence in ability by exercising decision-making skills
5. Evaluate Air Force standards, discipline, and conduct.

Leadership Education/Drill and Ceremonies:

1. Know the history and the importance of management.
2. Know the techniques and skills involved in planning and decision making.
3. Know the importance of managing change, stress, and innovation..
4. Know the key elements of individual and group behavior, the importance of the communication process, and the characteristics of a good leader..
5. Apply the principles and procedures of drill movements used with smaller units to the movement of a squadron.
6. Know the function of the group and the wing.
7. Know how groups and wings are formed.
8. Know the purpose and definition of ceremonies and parades

Personal Finance(NEFE HS Financial Planning Program)

1. Manage personal spending to meet financial goals and minimize the impact of financial obstacles.
2. Control personal credit and debt.
3. Boost personal earning capability
4. Put personal assets to work to build personal wealth.
5. Use financial services in sensible and wary manner
6. Protect personal property and financial resources.

Wellness and Physical Fitness

1. Motivate AFJROTC cadets to lead active, healthy lifestyles beyond program requirements and into their adult lives.
2. Identify areas of improvements for each cadet.
3. Create an individualized training program for safe fitness growth.

UNIFORM DAYS: WEDNESDAY or THURSDAY (day student has JROTC that week) and Special Events. Cadets are required to wear their AF issued PT T-shirts AF issued PT shorts on FRIDAYS.

PHYSICAL TRAINING REQUIREMENT: On Fridays of each week the cadets participate in fitness training. At the beginning of the year there will be a fitness assessment, and at the end of the year there will be a fitness assessment. This assessment includes curl-ups, right-angle push-ups, a shuttle run, V-Sit and reach, and an endurance run/walk. Cadets are encouraged to

improve their fitness scores by actively participating in fitness training on Fridays, and conditioning throughout the year on their own.

GRADING PROCEDURES: Grades from the Aerospace Science portion of the course count 40% of the AFJROTC final grade. The Leadership Education, Drill, and Personal Finance portions of the grade count 40% of the final grade. The wellness portion of the program counts for the remaining 20% of the final grade. **HABITUAL NON-WEAR OF THE UNIFORM AND FAILURE TO MAINTAIN STANDARDS WILL RESULT IN A FAILING GRADE AND DISMISSAL FROM THE PROGRAM.** Grades will be computed in accordance with standard district grading policy.

MAJOR GRADES

Uniform Wear
Exams (Midterm & Final)
Special Events/projects

DAILY GRADES

Class Attendance, Preparation & Participation
Quizzes
Class work/Homework

GRADING SCALE: As set by the Tennessee State Board of Education

Grade	Percentage
A	93% - 100%
B	85% - 92%
C	75% - 84%
D	70% - 74%
F	00% - 69%

UNIFORM WEAR (Major Grade): Uniform wear is a large part of the Air Force JROTC program. ALL cadets are required to wear the appropriate uniform each **Wednesday** or **Thursday** (whichever day that student has AFJROTC class that week) from the start of the school day until released. Make-up day for excused absences or uniform day is the next non-PE class day. There will be **no uniform make-up for unexcused absences**. Failing to wear the uniform all day will result in a “0” (zero) grade for that uniform day. Multiple failures to wear your uniform can lead to disenrollment from the course. Cadets are required to wear their AF issued PT T-shirt and AF issued PT shorts on **Friday** unless otherwise directed. Failure to turn in required uniforms by the end of the course will result in the student being placed on the “Fines/Holds” list until the uniforms are paid for/returned. When cadets are in uniform, the covered walkways between the main building and the career and tech building and to the east class rooms are designated as “**No Hat**” areas, so the wear of the uniform flight cap will not be required on these walkways. All other times cadets are outside in uniform they are required to wear the flight cap, unless given permission from an instructor not to wear head gear.

EXAMS (Major Grade): Two types of major exams will be administered during the course: midterms and finals. Tests will be a comprehensive assessment of all material taught since the last test. These tests will cover the concepts taught in all portions (AS, LE, Personal Finance) of the AFJROTC IV curriculum.

CLASS ATTENDANCE, PREPARATION AND PARTICIPATION (Daily Grade): Today’s workforce does not earn a paycheck unless they show up ready for work. Cadets earn grades commensurate with their class participation and effort. Cadets who are not present or prepared cannot participate fully in class. This is especially key to management of the corps activities, drill

and physical fitness. Class preparation includes cadet adherence to proper grooming standards daily as outlined in Air Force instructions and school dress code policies.

QUIZZES (Daily Grade): Chapter quizzes will be administered throughout the course. Quizzes will cover all material taught since the last quiz or test.

HOMEWORK/CLASSWORK: Assignments are due at the beginning of the class period, unless otherwise directed or the cadet has an excused absence that day. For excused absences, the assignment will be due on the next class day that the cadet is present. Assignments not turned in on the due date because of an unexcused absence will receive a "0" (zero) grade for that assignment (partial credit for work turned in late may be requested through the instructors).

COMMUNITY SERVICE: Cadets will have multiple opportunities to perform Air Force JROTC sponsored community service during each semester.

CURRICULUM IN ACTION TRIPS (CIA)/FIELD TRIPS: Throughout the semester, the cadets will have opportunities to participate in school-sponsored activities that serve as an extension of the AFJROTC curriculum. These trips may include St. Louis, Huntsville, etc. Cadets must be in good academic and disciplinary standing to participate.

CLASS BEHAVIOR: The nature of the AFJROTC mission, as well as its high visibility within the school and community, requires its members to adhere to higher standards than might be found among the student population. **Inappropriate behavior, in or out of uniform, is prohibited** while participating in AFJROTC. This behavior includes, but is not limited to, consuming alcohol, drug abuse, tobacco use, horseplay, public displays of affection, fighting, disparaging remarks, insubordination, disrespect, verbal threats and physical attacks.

CELL PHONES: Cell phone policy is in accordance with Haywood County School District instructions. Cell phones must remain turned off and out of sight during the instructional day. Students who use the telecommunications device during the school day, will have the device confiscated. Parents may pick up the confiscated device from the assistant principal's office. Any student who refuses to turn over their cell phone will be considered insubordinate and will receive additional disciplinary consequences.

EXPECTATIONS FOR CADETS

GENERAL: Cadets are expected to observe correct military conduct during all JROTC training and events, and to be courteous to others always. Such behavior will reflect credit upon themselves, their parents, the Cadet Group, Haywood High School, and the United States Air Force.

CLASSROOM/ASSEMBLY PROCEDURES:

- a. At the beginning of the class, the cadets will place their belongings under or behind their desk (keeping the aisles clear), and stand at Parade Rest.
- b. Their Flight Sergeant will then call the class to attention.
- c. The Flight Sergeant will then command: "Element 1, 2, 3, 4...Report" to each Element, one at a time. Each Element Leader, will report to the Flight Sergeant the name of any cadet who is absent or tardy by saluting and stating, "Cadet(s) (last name) is absent Sir/Ma'am." If no cadets were absent, the element leader would state "All present or accounted for Sir/Ma'am." The Flight Sergeant will then return the salute.

- d. When all element leaders have reported, the Flight Sergeant will report to the Flight Commander, stating the results of the attendance.
- e. The Flight Commander will then report to the SASI/ASI "All cadets accounted for, ready for instruction. If the Flight Commander or Flight Sergeant is absent, the next highest ranking cadets will take on these responsibilities. If any element leader is absent, the alternant element leader will take his or her place. (Promptness is an objective of the program and cadets are expected to be in formation, i.e. by their desk, before the late bell.)
- f. The Flight Commander will then lead the class in reciting the core values drill, or any other commands as given by the SASI/ASI. Then the Flight Commander will give the command: "Take Seats."
- g. The cadets will then take their seats with their feet flat on the floor and their hands placed on their desks until their Flight Commander (or instructor) tells them "At Rest."
- h. In the event the SASI/ASI is delayed, the Flight Commander (or senior ranking cadet) will begin the reporting process, and pass on the report to the SASI/ASI when they arrive, leading the class to begin studying the materials for that day's instruction.
- i. Cadets who enter the classroom after the tardy bell has rung will give their admittance slip to the instructor, and follow the instructor's direction for joining that day's class.
- j. Approximately two minutes before the class dismissal bell rings, the instructor will direct the Flight Commander or Flight Sergeant to prepare the class for dismissal by stating, "Prepare for dismissal." Cadets will stop class work and put books and class room materials away. Cadets will clean up their desks, pick up any trash in the immediate vicinity of their desks, align their desks with others in their element, and prepare to stand for dismissal, and assume "parade rest" position.
- k. When the bell rings or at the signal of the instructor, the Flight Commander or Flight Sergeant will call the flight to "Attention." Cadets will come to the position of "Attention" beside their desk and wait for further instruction.
- l. The Flight Commander (or Flight Sergeant in the absence of the Flight Commander), when all cadets are at attention, will dismiss the flight by saying "dismissed."

CLASSROOM/GENERAL CADET EXPECTATIONS/RULES:

- (1) Integrity First: No lying, no cheating, no stealing. The Honor Code for this unit includes the "no cheating, and no toleration of those who do" policy for school work.
- (2) Service Before Self: Respect others, serve others.
- (3) Excellence In All We Do: Excellence always.
- (4) Follow the school grooming standards and dress code, and the AFJROTC grooming standards and dress code on scheduled uniform days.
- (5) Do not chew gum in the formation.
- (6) Comply with instructions given to you by the instructors or the cadet who has been placed in charge by the instructors.
- (7) Bring to class the materials required for that class (always have paper and pencil or pen).
- (8) Cell phones and other electronic devices are not allowed to be used in class, and if used will be surrendered to the instructor in accordance with school policy.
- (9) Be attentive when someone else is speaking (respect others).
- (10) Do not sleep in class. If you cannot stay awake, standup and move to the rear of the classroom.
- (11) Let the instructor know if you are ill.
- (12) No public displays of affection (PDA) per the school policy.
- (13) Follow the chain of command (i.e. cadet –element – Flt. Sgt. - Flt./CC – Sqd/CC – Group CC – ASI - SASI). DO NOT GO DIRECTLY TO THE CADET GROUP /CC WITHOUT YOUR FLT/CC WITH YOU.

(14) ALWAYS use Military Courtesy. Cadets should say “Yes Sir/Ma’am” or “No Sir/Ma’am,” to officer instructors, teachers, adults, and, in appropriate cadet activities, to cadet officers. Cadets should say “Yes Sergeant” to NCO instructors and, in appropriate cadet activities, to cadet NCOs. Such responses reflect long-established military courtesies that will soon become a habit, though sometimes difficult at first. The instructors intend to enforce strict military courtesy throughout the course of instruction, during both classroom and drill instruction periods. Saluting will be covered in more detail in Chapter 8.

(15) Be on time. Don’t be late to class, scheduled events, and practices.

(16) Wear correct uniform on the appropriate day.

(17) Keep personal belongings clear of the aisles.

(18) Raise your hand and wait to be acknowledged; do not talk without permission. Be attentive when others are speaking. Treat others with mutual respect.

(19) No free- roaming or horse-playing around the room.

(20) No eating or drinking in the classroom unless given permission by the instructor.

And when given permission, ALWAYS use the trash can to dispose of your trash. If you see trash on the floor, clean it up.

(21) ABSOLUTELY NO UNAUTHORIZED PERSONNEL ARE ALLOWED IN THE STAFF OFFICE. (Only authorized staff, flight commanders or those with permission of the instructors, are allowed in the staff offices.)

(22) Wearing hats or sunglasses indoors is prohibited.

(23) Maintain loyalty to the Corps, school, and JROTC values.

LEARN TO THINK BEFORE SPEAKING: Cadets should work hard to become better listeners, striving to understand instructions for themselves. Cadets should learn to rely on their own abilities, speaking and asking questions after trying to resolve matters in their own minds.

Welcome to AFJROTC! Be sure to let your instructors know of any questions you may have along the way as we pursue excellence together this year.

Yours in Service,

J. Stark Davis, Lt Col, USAF (Ret)
TN-944 Senior Aerospace Instructor