

**AIR FORCE JUNIOR ROTC (TN-944)**  
**COURSE SYLLABUS**  
**AY 2017-2018**  
**3334 AFJROTC**

**Course Name:** 3334 AFJROTC(IV) Management of the Corps/Principle 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:** Personal Finance Credit (must have completed 4 years of AFJROTC)

**INSTRUCTOR NAMES:** Lt Col Stamps, Maj Dailey, MSgt Parker

**REQUIRED TEXTS AND MATERIALS:**

Aerospace Science: Management of the Cadet Corps

400a: Management of the Corps

400b: Management of the Corps

400c: Management of the Corps

400d: Management of the Corps

Leadership Education 400: *Principle of Management*

Unit 1: Introduction of Management

Unit 2: Planning

Unit 3: Organizing

Unit 4: Leading

Drill and Ceremonies, AF Manual 36-2203

Chapter 4: Drill of the Flight

Chapter 5: Drill of Squadron

Chapter 6: Group and Wing Formations

Chapter 7: Ceremonies

NEFE HS Financial Planning Program

Module 1: Money Management

Module 2: Borrowing

Module 3: Earning Power

Module 4: Investing

Module 5: Financial Service

Module 6: Insurance

**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 (40 %), and Personal Finance (20%). **Aerospace Science IV** course is the Management of the 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. There is no book for the course. 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 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 learn 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, and adapting to unexpected events, apply sound foundational financial decision making principles immediately after completing the program and in the future, and exhibit 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. Students **WILL** wear the Air Force JROTC uniform weekly (Thursday) and the **issued PT shirt** on Friday.

### **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 t 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: THURSDA and Special Events. Cadets are required to wear their Physical Training shirts on FRIDAYS.**

**GRADING PROCEDURES:** Grades from the Aerospace Science portion of the course count 40% of the AFJROTC final grade and will be graded by the SASI. The Leadership Education portion of the grade counts 40% of the final grade and will be graded by the ASI. The wellness portion of the program counts for the remaining 20% of the final grade and will be graded by the SASI and/or ASI. Drill will be evaluated by the ASI and the SASI. **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**

<b>Grade</b>	<b>Percentage</b>
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 **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 issued **Physical Fitness** T-shirts on **Friday** unless otherwise directed. Failure to turn in 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 Instruction and school dress code.

**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. See Attachment

**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**

1. Follow the chain of command (i.e. cadet-element leader - assist. Flt/CC – Flt/CC – Ops/CC – Sqd/CC – Group/CC – ASI – SASI). **DO NOT GO DIRECTLY TO THE CADET GROUP/CC WITHOUT YOUR FLT/CC WITH YOU.**
2. Always use the titles sir/ma’am when addressing AFJROTC staff and senior ranking cadets.
3. Be on time. Don’t be late to class, scheduled events, practices, etc.
4. Always bring your required items to class (pen/pencil, paper, etc).
5. Wear the correct uniform on the appropriate day.
6. Place personal belongings under your desk – nothing in the aisle.
7. Raise your hand and wait to be acknowledged; do not talk without permission.
8. Listen respectfully and attentively to the speaker/presenter or fellow cadets when they are speaking.
9. Treat others with mutual respect. Profanity, vulgar language, racial or ethnic slurs, derogatory comments, sexual harassment, or harassment of any fellow cadet or student will not be tolerated.
10. Remain in your seat unless given permission to move about the room

11. Remain professional; do not sit on desks, tables, trash cans, etc.
12. Unauthorized personnel are not allowed in the staff offices.
13. Always use the trash can to dispose of trash. If you see trash on the floor, clean it up.
14. No eating, drinking in the classroom (unless allowed for special occasions by instructors).
15. Wearing hats or sunglasses indoors is prohibited.
16. Maintain loyalty to the Corps, school, and your values.
17. No horseplay in the AFJROTC areas.
18. Maintain self-control and your self-respect at all times.
19. Do not disrespect instructors, higher-ranking cadet officers and NCOs.

**CLASSROOM PROCEDURES:**

1. Enter the classroom and proceed directly to your desk.
2. Place books and backpacks under your desk.
3. Begin working on assigned bell-work, or reading in the chapters being covered that week.
4. The flight commander/flight sergeant will call the class to “Attention” when the bell rings for starting class.
5. The flight sergeant will then have each “element report” with attendance, naming any cadets that are absent.
6. The flight sergeant will report (with a salute) the attendance report to the flight commander. The flight commander will report (with a salute) the report to the lead instructor for that day.
7. The flight commander will then lead the class in a repeating of the core values/definitions, and the cadets will be told to “take seats” by the flight commander or instructor. Instructors may want to use this time to give class announcements, before having the class take their seats.
8. Approximately five minutes before the class dismissal bell rings, the instructor will direct the Flight Commander or Flight Sergeant to prepare the class for dismissal. state “PREPARE FOR DISMISSAL”. Cadets will stop class work and put books and classroom 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”
9. When the bell rings or at the signal of the instructor, the Flight Commander/Sergeant will call the flight to “ATTENTION”. Cadets will come to the position of ATTENTION at the side of their desk and wait for further instructions.
10. The Flight Commander/Sergeant will check that all trash is picked up and the desks are aligned. The Flight Commander/Sergeant will salute and report to the SASI/ASI “The Flight is Ready for Dismissal”. Once the bell ring the SASI/ASI states “Dismiss the Flight”, the Flt CC/Flt Sgt will “DISMISS” the flight. Cadets can then retrieve their personal belongings and depart the class classroom.

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,

Myron O. Stamps, Lt Col, USAF (Ret)  
TN-944 Senior Aerospace Instructor

## COMMUNITY SERVICE REQUIREMENTS

Instructors: SASI, Lt Col Myron O. Stamps, USAF (ret)  
ASI, Major Delois Dailey, USAF (ret)  
ASI, MSgt John Parker, USAF (ret)

Course Description: Community activity and helping others is paramount in an organization such as JROTC. We strive to build better citizens for the nation and community. One of the ways to do this is to get cadets involved in what's going on right in their own backyard. By giving cadets an opportunity to help out in their community we hope to motivate them into a lifetime of "Service Before Self".

Course Objectives: To motivate JROTC cadets to become more involved in the activities and well being of their school, community, and state by promoting involvement in activities outside the classroom.

### Course Materials:

Generally the AFJROTC uniform, as designated by the SASI, or the AFJROTC polo shirt.

Assignments: Various

Grading: The Aerospace Science (AS History) portion of the course will be graded by the SASI. The Leadership Education (LE) portion will be graded by the ASI. Drill will be evaluated as part of LE by the ASI and may be evaluated by the SASI. Cadet Health & Wellness will be a stand alone grade but added to the overall grade. Cadets are required to participate in classroom activities for a portion of the grade. In addition, all cadets will be required to complete a number of community service hours during the semester for a portion of the overall grade.

Formative: (50%) 1. Assignments, Quizzes, Community Service

Summative: (50%) 2. Health & Wellness 3. Uniform Wear

Community Service Grading: Cadets are required to complete community service hours during the SY. Grades will not be posted until the 6 week point, leaving 3 weeks to complete the required hours. The SASI reserves the right to excuse any cadet, with a legitimate excuse, from participation in community service activities. Students are required to obtain a minimum of 5 hours, assigned by the SASI/ASI during each 9 week grading period. In lieu of the required AFJROTC hours, students may obtain a minimum of 20 service hours outside of AFJROTC, as long as they are verified by a legitimate entity managing the community service effort the student works on. Hours are not cumulative. They must be obtained during each 9 week reporting period. The easiest way to obtain hours is to participate in AFJROTC activities. For grading purposes, JROTC function hours will be used first then any outside JROTC hours will be added with the appropriate grade. (Ex. 9 hours outside JROTC = 2 hrs + 2 hrs in JROTC = 4 hrs total = 80%)

JROTC Functions		Outside JROTC
1. 5 or more Hours	100%	20 or more Hours
2. 4 Hours	80%	16 Hours
3. 3 Hours	60%	12 Hours
4. 2 Hours	40%	8 Hours
5. 1 Hour	20%	4 Hours
6. 0 Hours	0%	0 Hours