**Department of Aerospace Studies**

**ASP 003/ASP 113 Course Syllabus**

**Air Force ROTC Leadership Lab**

**Fall 2012**

Instructor: Capt Timothy Clough Office Hours: 0800-1600 M-F

Telephone: Office: 559-278-6205 Email: tclough@csufresno.edu

**1. COURSE DESCRIPTION**: Your Leadership Lab (LLAB) program is developed and administered by you and your Cadet Wing under my supervision. I will give your cadet administration ample discretion in organizing your activities to meet AFROTC’s objectives. The following general course descriptions are provided:

A. General Military Course (GMC) LLAB (ASP 003): Includes a study of Air Force customs and courtesies, drill and ceremonies, and giving military commands; instructing, correcting, and evaluating the preceding skills; studying the environment of an Air Force officer; and learning about opportunities available to commissioned officers. This course is designed for Initial Military Training (IMT) cadets who are part of the GMC but are not scheduled to attend field training (normally AS100 cadets) and Field Training Prep (FTP) cadets who are scheduled to attend field training in the upcoming year (normally AS200/250 cadets).

B. Professional Officer Course (POC) LLAB (ASP 113): Consists of activities classified as advance leadership experiences. They involve planning, organizing, staffing, coordinating, directing, and controlling the military activities of the cadet corps; preparation and presentation of briefings and other oral and written communications; and providing interviews, guidance, and information which will increase the understanding, motivation, and performance of other cadets. This course is designed for Intermediate Cadet Leaders (ICL) who have satisfactorily completed field training (normally AS300 cadets), Senior Cadet Leaders (SCL) who are scheduled to be commissioned in the upcoming year and/or have completed at least one term of ICL (normally AS400 cadets), and Extended Cadet Leaders (ECL) who have satisfactorily completed field training, at least 2 years of LLAB and all AS academic requirements but still have academic terms remaining (known as AS700/AS800 cadets).

**2. COURSE OBJECTIVES**: The objectives of leadership lab (attached) vary based on your cadet classification. Details of the long-range semester schedule will be published as your cadet Operations Plan and supplemented each week with a more specific Operations Order to give information about the type of activity and uniform of the day. Check bulletin boards, web pages, and talk to your flight commander frequently for the most current details. Normally, cadets are classified as AS100, 200, 300, and 400 students, corresponding to the academic course in which they are enrolled. Though this classification system works well for most LLAB students, it may not apply in all situations. Therefore, it is more practical to classify and assign LLAB cadets according to where they are with respect to field training attendance and commissioning. For this reason, we have listed the LLAB objectives using the IMT, FTP, ICL, SCL and ECL categories.

**3. COURSE GOALS:** The course goals are as follows:

1. IMT - Provide first-year cadets an informative and motivational program designed to recruit, retain, and familiarize cadets with the Air Force way of life and foster leadership, followership, teamwork, and esprit de corps.
2. FTP - Provide cadets scheduled to attend field training with the mental and physical skills needed to succeed in the AFROTC field training environment.
3. ICL - Provide cadets returning from field training sufficient opportunities to demonstrate and develop the leadership and management skills needed to successfully function as an active duty officer.
4. SCL/ECL - Provide cadets to be commissioned additional opportunities to demonstrate and develop the leadership and management skills needed to successfully function as an active duty officer and to adequately prepare them to transition from the ROTC environment to active duty.

**4. TEXTBOOKS**: The Cadet Wing will maintain a copy of the following LLAB materials (located in the WOC):

T-500 Parade and Retreat Handbook

T-501 AFMAN 36-2203 Drill and Ceremony

T-502 LLAB Cadet Group Leadership Problems

T-508 LLAB Cadet Instructor Guide

T-700 AFOATS Training Manual

T-1626 Guide for the Air Force ROTC Dining In

AFROTCI 36-2010, Cadet Training Program

AFROTC Manual 36-201, Cadet Physical Training Program

**5. TIME AND LOCATION**: LLAB times and locations may vary. However, LLAB is typically held every Thursday from 1600 to 1750 hours. Physical training (PT) sessions associated with LLAB are typically held Tuesdays and Thursdays from 0630 to 0730 hours. The Cadet Wing will post a weekly Operations Order to provide specific information (to include times and locations) for all LLAB and PT activities. The Operations Orders will also be posted on the detachment’s website.

**6. GRADING AND EVALUATION POLICY**: LLAB is conducted on a pass/fail system; each cadet must satisfy three requirements in order to receive a passing grade for LLAB. Note: late arrivals to PT or LLAB will result in half credit for attendance. Be on time.

1. **Attend/participate in a minimum of 80% of all LLAB & PT activities. *Unexcused absences will not be accepted.***
2. Attempt the Physical Fitness Assessment (PFA) IAW AFROTC Supplement to AFI 36-2905.
3. Cadets must not show an indifference to military training. Consistent poor performance within LLAB, poor attitude, lack of military bearing or appearance, or routinely missed suspenses established by the detachment staff constitute indifference to military training. Occurrences will result in the cadet being counseled in order to both correct and inform the cadet of his or her undesirable behavior. However, your record in LLAB (good or bad) will have zero effect on your AS level course grade.

**7. ATTENDANCE**: **Attending LLAB and PT is MANDATORY. A minimum of 80 percent attendance is required for a passing grade.** Absences will only be considered “excused” if a written (or emailed) Official Memorandum for Record, detailing the circumstances, is turned in prior to the missed LLAB or within two days of returning to school from an unexpected absence (e.g. sudden illness, death in the family, etc.). Only “excused” absences can be made up. An example of a potential “excused” absence would be missing a LLAB class because your crosstown school is not in session. Cadets must take responsibility and make the effort to successfully complete all assigned objectives. All make-up work must be arranged within 1 week from the absence or return**. Less than 80% attendance in LLAB or less than 80% attendance in PT will result in a “failing” grade for the course and removal from the program.**

**8. ACADEMIC POLICIES**: You must be familiar with detachment policy on academic integrity and academic freedom as expressed in the ROE. Members of the CSU Fresno academic community adhere to principles of academic integrity and mutual respect while engaged in university work and related activities. For the complete CSUF Honor Code, please see:

<http://www.csufresno.edu/judicialaffairs/conduct/honorcode.shtml>

**9. CLASSROOM PROCEDURES**:

1. LLAB activities will be conducted in a professional manner to include proper use of military customs and courtesies.
2. As with all AFROTC classes and activities, there is zero tolerance for drug use or possession, sexual harassment, discrimination, or hazing. Any occurrence will be dealt with immediately and could result in LLAB failure.
3. Students with Disabilities: Upon identifying themselves to the instructor and the university, students with disabilities will receive reasonable accommodation for learning and evaluation.
4. Disruptive Classroom Behavior: "The classroom is a special environment in which students and faculty come together to promote learning and growth. It is essential to this learning environment that respect for the rights of others seeking to learn, respect for the professionalism of the instructor, and the general goals of academic freedom are maintained. Differences of viewpoint or concerns should be expressed in terms which are supportive of the learning process, creating an environment in which students and faculty may learn to reason with clarity and compassion, to share of themselves without losing their identities, and to develop and understanding of the community in which they live. Student conduct which disrupts the learning process shall not be tolerated and may lead to disciplinary action and/or removal from class."
5. Physical discipline: It is the policy of AFROTC and Detachment 35 that no physical discipline will take place at any time, for any reason. If anyone from this detachment requires you to perform physical discipline, you are instructed to report the instance to your COC or DET/CC as soon as possible.
6. Please see the Commanders’ Policy and ROE if you have any questions.

**10. UNIFORM WEAR**: You are required to wear the Uniform of the Day as designated in the appropriate Operations Order.

**11. OFFICE HOURS**: LLAB is a training environment for the officer candidates. If you experience problems within LLAB, you should use the Cadet Wing chain of command to work those issues. If the Cadet Wing cannot resolve your LLAB issue to your satisfaction, only then should you contact me for resolution.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| OBJECTIVES | | | | | | |
| The following list of mandatory LLAB objectives must be presented by each det. Where a block is marked with an 'X', the | | | | | | |
| corresponding lesson objective must be presented to cadets in that category. | | | | | | |
|  |  |  |  |  |  |  |
| **#** | **LLAB LESSON OBJECTIVES** | **IMT** | **FTP** | **ICL** | **SCL** | **ECL** |
| 1 | Know the Air Force and AFROTC grade structure and insignia. | **X** |  |  |  |  |
| 2 | Know the Air Force and AFROTC Chain of Command. | **X** |  |  |  |  |
| 3 | Know the AFROTC Honor Code. | **X** |  |  |  |  |
| 4 | Apply proper courtesies and procedures associated with the United States flag. | **X** |  |  |  |  |
| 5 | Apply individual and flight drill positions. | **X** |  |  |  |  |
| 6 | Apply basic individual and flight drill movements. | **X** |  |  |  |  |
| 7 | Apply effective followership and teamwork skills. | **X** | **X** |  |  |  |
| 8 | Know the environment of an Air Force Officer. | **X** | **X** |  |  |  |
| 9 | Apply correct guidon procedures during cadet drill and ceremonies practice and official functions. |  | **X** |  |  |  |
| 10 | Apply the principles of advanced individual and flight drill movements in LLAB. |  | **X** |  |  |  |
| 11 | Apply the skills needed to be an effective flight commander. |  | **X** |  |  |  |
| 12 | Know road guard procedures. |  | **X** |  |  |  |
| 13 | Apply proper individual drill evaluation (IDE) procedures. |  | **X** |  |  |  |
| 14 | Know proper dorm maintenance procedures and requirements. |  | **X** |  |  |  |
| 15 | Know the mental, physical and administrative requirements of Field Training (FT). |  | **X** |  |  |  |
| 16 | Apply proper open ranks inspection procedures. |  | **X** |  |  |  |
| 17 | Know key personnel parade functions. |  | **X** |  |  |  |
| 18 | Know Field Training (FT) military decorum. |  | **X** |  |  |  |
| 19 | Apply learned information during esprit de corps activities. | **X** | **X** | **X** | **X** | **X** |
| 20 | Comprehend the principles of the AFOATS Training Manual (ATM). | **X** | **X** | **X** | **X** | **X** |
| 21 | Apply leadership and followership skills through a cadet mentor program. | **X** | **X** | **X** | **X** | **X** |
| 22 | Know the principles of Air Force Health and Wellness. | **X** | **X** | **X** | **X** | **X** |
| 23 | Apply proper Air Force customs and courtesies. | **X** | **X** | **X** | **X** | **X** |
| 24 | Apply proper Air Force dress and grooming standards. | **X** | **X** | **X** | **X** | **X** |
| 25 | Know the proper procedures and history behind the Air Force Dining-In/Out | **X** | **X** | **X** | **X** | **X** |
| 26 | Comprehend how to effectively execute all functions associated with the reveille (flag-raising) ceremony, retreat ceremony, and parade | **X** | **X** | **X** | **X** | **X** |
| 27 | Apply the AFROTC Awards and Decorations program during a formal awards ceremony. | **X** | **X** | **X** | **X** | **X** |
| 28 | Apply leadership and management skills in supervising the cadet corps or through advanced leadership exercises |  |  | **X** | **X** | **X** |
| 29 | Apply proper feedback and performance evaluation skills. |  |  | **X** | **X** | **X** |
| 30 | Comprehend topics of importance to cadets about to enter active duty. |  |  |  | **X** |  |
| 31 | Apply leadership, management and problem-solving skills in special projects/positions. |  |  |  |  | **X** |
| 32 | Comprehend issues and topics given in a Commander's Call environment. | **X** | **X** | **X** | **X** | **X** |
| 33 | Physical Training (PT) | **X** | **X** | **X** | **X** | **X** |
| 34 | Comprehend the Expeditionary Requirement of Field Training. |  | **X** |  |  |  |
| 35 | Know the definition of Wargaming |  |  |  | **X** |  |
|  |  |  |  |  |  |  |
| **Initial Military Training (IMT)**: Cadets who are part of the GMC but are not scheduled to attend field training, normally AS100 cadets. | | | | | | |
| **Field Training Prep (FTP):** Cadets scheduled to attend field training in upcoming year, normally AS200 cadets. | | | | | | |
| **Intermediate Cadet Leaders (ICL):** Cadets returning from field training, normally AS300 cadets. | | | | | | |
| **Senior Cadet Leaders (SCL):** Cadets scheduled to be commissioned in the upcoming year, normally AS400 cadets. | | | | | | |
| **Extended Cadet Leaders (ECL):** Cadets that have completed all AS curriculum, completed AS400 cadets. | | | | | | |

# Appendix 1

# Required CSU Fresno Syllabus Policy Statements

**Students with Disabilities:** Upon identifying themselves to the instructor and the university, students with disabilities will receive reasonable accommodation for learning and evaluation. For more information, contact Services to Students with Disabilities in the University Center Room 5 (278-2811).

**Honor Code:**  “Members of the CSU Fresno academic community adhere to principles of academic integrity and mutual respect while engaged in university work and related activities.” You should:

1. understand or seek clarification about expectations for academic integrity in this course (including no cheating, plagiarism and inappropriate collaboration)
2. neither give nor receive unauthorized aid on examinations or other course work that is used by the instructor as the basis of grading.
3. take responsibility to monitor academic dishonesty in any form and to report it to the instructor or other appropriate official for action.

Instructors may require students to sign a statement at the end of all exams and assignments that “I have done my own work and have neither given nor received unauthorized assistance on this work.” If you are going to use this statement, include it here.

**Cheating and Plagiarism**: "Cheating is the actual or attempted practice of fraudulent or deceptive acts for the purpose of improving one's grade or obtaining course credit; such acts also include assisting another student to do so. Typically, such acts occur in relation to examinations. However, it is the intent of this definition that the term 'cheating' not be limited to examination situations only, but that it include any and all actions by a student that are intended to gain an unearned academic advantage by fraudulent or deceptive means. Plagiarism is a specific form of cheating which consists of the misuse of the published and/or unpublished works of others by misrepresenting the material (i.e., their intellectual property) so used as one's own work." Penalties for cheating and plagiarism range from a 0 or F on a particular assignment, through an F for the course, to expulsion from the university. For more information on the University's policy regarding cheating and plagiarism, refer to the Class Schedule (Legal Notices on Cheating and Plagiarism) or the University Catalog (Policies and Regulations).

**Computer**s: "At California State University, Fresno, computers and communications links to remote resources are recognized as being integral to the education and research experience. Every student is required to have his/her own computer or have other personal access to a workstation (including a modem and a printer) with all the recommended software. The minimum and recommended standards for the workstations and software, which may vary by academic major, are updated periodically and are available from Information Technology Services (http://www.csufresno.edu/ITS/) or the University Bookstore. In the curriculum and class assignments, students are presumed to have 24-hour access to a computer workstation and the necessary communication links to the University's information resources."

**Disruptive Classroom Behavior**: "The classroom is a special environment in which students and faculty come together to promote learning and growth. It is essential to this learning environment that respect for the rights of others seeking to learn, respect for the professionalism of the instructor, and the general goals of academic freedom are maintained. ... Differences of viewpoint or concerns should be expressed in terms which are supportive of the learning process, creating an environment in which students and faculty may learn to reason with clarity and compassion, to share of themselves without losing their identities, and to develop and understanding of the community in which they live . . . Student conduct which disrupts the learning process shall not be tolerated and may lead to disciplinary action and/or removal from class."

**Copyright policy:** Copyright laws and fair use policies protect the rights of those who have produced the material. The copy in this course has been provided for private study, scholarship, or research.  Other uses may require permission from the copyright holder.  The user of this work is responsible for adhering to copyright law of the U.S. (Title 17, U.S. Code). To help you familiarize yourself with copyright and fair use policies, the University encourages you to visit its copyright web page: [www.csufresno.edu/library/about/policies/docs/copyrtpolicyfull.pdf](http://www.csufresno.edu/library/about/policies/docs/copyrtpolicyfull.pdf).

Digital Campus course web sites contains material protected by copyrights held by the instructor, other individuals or institutions. Such material is used for educational purposes in accord with copyright law and/or with permission given by the owners of the original material.  You may download one copy of the materials on any single computer for non-commercial, personal, or educational purposes only, provided that you (1) do not modify it, (2) use it only for the duration of this course, and (3) include both this notice and any copyright notice originally included with the material.   Beyond this use, no material from the course web site may be copied, reproduced, re-published, uploaded, posted, transmitted, or distributed in any way without the permission of the original copyright holder.  The instructor assumes no responsibility for individuals who improperly use copyrighted material placed on the web site.

Last modified: June 24, 2009