

**AIR FORCE JUNIOR ROTC (NC-075)**  
**COURSE SYLLABUS**  
**2021-2022, 2<sup>nd</sup> Semester**  
**ROTC 4 / Honors**

**COURSE NAME: ROTC 4**

The Mission of Air Force Junior Reserve Officer Training Corps (AFJROTC) is to develop citizens of character dedicated to serving their nation and community.

**CREDIT HOURS:** One Elective Credit for the entire semester.

**PREREQUISITES:** Cadets must complete three years in the AFJROTC program and be selected by the Senior Aerospace Instructor (SASI) in order to be enrolled in this course.

**INSTRUCTOR NAMES:** Major Clontz and Senior Master Sergeant Robertson

**REQUIRED TEXT AND MATERIALS:**

Pencils, paper, study assignments and textbooks are required for each class. It is your responsibility to monitor the daily/weekly training schedule. CHECK THE ELECTRONIC BULLETIN BOARD DAILY! Textbooks and reference materials will be provided. Cadets should obtain a binder to store necessary documents and notes throughout the school year.

***Leadership Education 400: Fundamentals of Management***

Chapter 5: Organizing: Managing Time and Change  
Chapter 6: Leading: Managing Individual and Group Behavior  
Chapter 7: Understanding Work Teams  
Chapter 8: Interpersonal Skills

***Aerospace Science 400: Management of the Cadet Corps***

Units 400c-400d: Management of the Corps

***AF Manual 36-2203, Personnel Drill and Ceremonies, V-2627***

Chapters 1 – 5

***Air Force Instruction 36-2903, Dress and Personal Appearance of Air Force Personnel***

Selected Videos  
Cadet Guide

**COURSE DESCRIPTION:** AFJROTC 4 is designed for fourth year cadets and is broken down as follows:

Leadership Education (LE) (40%)

**Leadership Education 400: Fundamentals of Management** provides exposure to the fundamentals of management. The course text 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 during their time in AFJROTC. This course, coupled with what cadets have already learned during their time in AFJROTC, will equip them with the qualities needed to serve in leadership positions within the corps. Throughout the course text are many ethical dilemmas, case studies, and role play activities built into the lessons. These activities are based on real life experiences and will allow students the opportunity to practice what they learn by getting involved in discussions and expressing their opinions

Aerospace Science (AS) (40%)

**Aerospace Science 400 Management of the Cadet Corps** is a hands-on experience that 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. You

will put into practice your communication, decision-making, personal-interaction, managerial, and organizational skills. Cadets will achieve course objectives by completing core management activities.

#### Wellness Program (20%)

Wellness is an official and integral part of the Air Force Junior ROTC program. The objective of the Wellness/PT Program is to motivate cadets to lead healthy, active lifestyles beyond program requirements and into their adult lives. For classes awarding elective or PE credit for AFJROTC courses, 20% of available contact time must be devoted to Wellness/PT instruction. Cadets that do not wear PT clothing will not receive full credit for the fitness program.

Students **WILL** wear the **issued** physical fitness training (PT) uniform on **Tuesdays** and the AFJROTC blue uniform on **Wednesdays**.

#### **REQUIRED TEXT**

##### ***Leadership Education 400: Fundamentals of Management***

Chapter 5 Organizing: Managing Time and Change

Chapter 6 Leading: Managing Individual and Group Behavior

Chapter 7 Understanding Work Teams

Chapter 8 Interpersonal Skills

#### **COURSE OBJECTIVES:**

##### **Fundamentals of Management:**

1. Evaluate time management and change management within an organization.
2. Analyze concerns managers must consider in managing individuals and groups.
3. Analyze the factors that make work teams productive.
4. Evaluate the interpersonal skills of delegating, negotiating, and mentoring.

##### **AS400: Management of the Cadet 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.

##### **Drill & Ceremonies**

1. Apply the principles and procedures of drill movements used with smaller units to the movement of a squadron.
2. Know the function of the group and the wing.
3. Know how groups and wings are formed.
4. Know the purpose and definition of ceremonies and parades.

##### **Wellness and Physical Fitness:**

1. Motivate AFJROTC cadets to lead active, healthy lifestyles beyond program requirements and into their adult lives.
2. Create an individualized training program based on national standards by age and gender.
3. Identify areas of improvements for each cadet.
4. Incorporate a physical fitness training program to reach goals.

**UNIFORM DAY:** WEDNESDAY and Special Events (Parades, Military Ball, etc.). Cadets are required to wear their Physical Fitness Training uniform (aka "PT Gear") on TUESDAYS (part of the grade).

**GRADING PROCEDURES:** **GRADING PROCEDURES:** Cadets will be evaluated according to the following criteria:

Academics / Discipline / Corps Participation / Performance (Exams/quizzes/homework/projects/reports/class work/community service)	20%
Leadership / Uniform Wear / Grooming standards (Personal appearance/uniform standards)	35%
Drill/PT (Drill Sequence/evaluation, Physical Fitness participation/dress)	20%
Semester Exam	25%

**GRADING SCALE:** As set by the North Carolina State Board of Education

<b><u>Grade</u></b>	<b><u>Percentage Required</u></b>
A	90 and above
B	80 - 89
C	70 - 79
D	60 - 69
F	59 and below

**UNIFORM WEAR:** **WEARING OF THE UNIFORM “Uniform Pride Day”:**

Uniform wear is a major part of the AFJROTC program. Each cadet will be issued a uniform **FREE OF CHARGE** and taught how to properly wear and care for it. It must be kept clean, properly fitted and properly worn. Proper cleaning is the responsibility of the cadet, while proper fitting will be taken care of by professional alterations personnel at AFJROTC expense. The “blue” uniform will be worn on **Wednesdays** unless otherwise directed. ALL cadets are required to wear the appropriate uniform each. The uniform will be worn for the **entire school day (0755 – 1500)** unless prior approval is given by the SASI/ASI. Uniform Inspection (Open Ranks) will be held during class. A specific uniform combination will be posted NLT the Friday prior to wear. Uniform must be clean, neat and serviceable at all times. If a cadet is absent on Wednesday, for any reason, he/she will wear the uniform all day on the first day they return to school, and report to SASI/ASI to be inspected. If a cadet fails to report for an inspection on the first day they return to school, they will receive a “missing” grade (same as a zero).

Penalties for failure to wear the uniform are as follows: Zero (0) points for the uniform inspection grade which counts as 40% of the total class grade. Failure to wear the uniform will significantly impact the cadet’s grade and failure to wear the uniform 3 times for an unexcused reason may result in disenrollment the during semester and “F” on your transcript.

Failure to turn in uniforms by the end of the semester/year will result in a being placed on the **“Obligations”** list until the uniforms are returned to NC-075 or paid for in full.

**FINAL EXAM:** There are 4 components to the AFJROTC final exam. Component 1 is an Open Ranks inspection of the cadet uniform. Component 2 is an assessment of each class period's drill performance as a unit (flight). Component 3 is a 2-part written exam. Component 4 is uniform/equipment turn-in. Each of these components accounts for 25% of the Semester Exam grade.

**WEEKLY LEADERSHIP OBJECTIVES:** In addition to assigned principles of management class work, ROTC 4 cadets are expected to lead the cadet corps daily functions. This includes planning, scheduling, organizing, directing, and leading corps activities/programs. Success as an ROTC 4 cadet will weigh heavily on your leadership performance in these activities. Cadet leadership performance will be graded by the SASI/ASI. Failure to perform duties as assigned is considered unsatisfactory performance and could lead to removal from the program.

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.

**MANDATORY FORMATIONS:** The Military Ball is a **mandatory formation**. All cadets are expected to attend. This is a graded event. If cadets are unable to pay for admission to the ball, instructors will make arrangements to allow the cadet to attend at no or low cost to the cadet.

**COMMUNITY SERVICE:** Cadets will have multiple opportunities to perform AFJROTC-sponsored community service during each semester both during school hours and outside of school hours, and cadets are expected to participate.

**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 outside the classroom and away from the school campus. Cadets must be in good academic and disciplinary standing to participate.

### **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 (notebook, pen/pencil, textbook, 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 instructor offices.
13. Always use the trash can to dispose of trash. If you see trash on the floor, clean it up.
14. **ABSOLUTELY NO EATING** or drinking (except for water in approved container) and no CHEWING GUM in uniform.
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.

**Disenrollment:** Being in AFJROTC is a privilege. Students will be disenrolled from the AFJROTC program with proper cause on a case by case basis for the following:

1. Failure to maintain acceptable standards including behavior.
2. Inaptitude or indifference to training.
3. Failure to maintain personal appearance (hair and grooming) and uniform standards after being identified by the SASI / ASI.
4. Failure to abide with THS student rules of behavior. A history of suspensions and any expulsions may be reasons for disenrollment.
5. Failure to comply with classroom rules and procedures, or to maintain self-control (disrupting the class).
6. Parental request.
7. Failure to wear the uniform during prescribed times.
8. Failure of any ROTC course.