**AIR FORCE JUNIOR ROTC HI- 931**

**COURSE SYLLABUS**

**AY 2018-2019**

**SPRING**

**AFJROTC IV**

**COURSE NAME:** AFJROTC IV

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

**CREDIT HOURS:** 1 Elective Credit for the entire year (must complete both semesters)

**INSTRUCTOR’S NAMES:** Major Daniel Leos, CMSgt Al Thompson 808-305-6461/6462

**REQUIRED TEXT AND MATERIALS:** Leadership Education 400: Principles of Management, AFMAN 36-2203 Drill and Ceremonies

**3rd Qtr: Aerospace Science/Leadership Education**

Daily Corps Management Duties

Planning events and activities

GOAL development, track and Act

Unit administration and management

Unit 1 Introduction to Management

Chapter 1 Managers and Management

* Lesson 1 Management Basics
* Lesson 2 Management in the Marketplace

Chapter 2 The Historical Roots of Contemporary Management Practices

* Lesson 1 Management Theories
* Lesson 2 Management Approaches

Chapter 3 The Management Environment

* Lesson 1 Management and the Economy
* Lesson 2 Management and Society

Unit 2 Planning

Chapter 4 Foundations of Planning

* Lesson 1 Planning Basics
* Lesson 2 Establishing Goals and Developing Plans

Chapter 5 Foundations of Decision Making

* Lesson 1 The Decision Making Process
* Lesson 2 Decision Making Challenges

AFMAN 36-2203 Drill and Ceremonies (4.5 hrs)

Wellness and Physical Fitness (4.5 hrs)

**4th Qtr: Aerospace Science/Leadership Education**

Daily Corps Management Duties

Planning events and activities

GOAL development, track and Act

Unit administration and management

Unit 3 Organizing

Chapter 6 Managing Change, Stress, and Innovation

* Lesson 1 Managers and Change
* Lesson 2 Change and the Organization
* Lesson 3 Managing Yourself-Stress and Time Management

Unit 4 Leading

Chapter 7, Foundation of Individual and Group Behavior

* Lesson 1 Behavior and Personality

Chapter 8, Understanding Work Teams

* Lesson 1 Work Teams 101
* Lesson 2 Managing Teams

Chapter 9, Communication and Interpersonal Skills

* Lesson 2 Developing Interpersonal Skills

Chapter 10, Leadership and Trust

* Lesson 1 Leadership Theory
* Lesson 2 Leadership Issues

AFMAN 36-2203 Drill and Ceremonies (4.5 hrs)

Wellness and Physical Fitness (4.5 hrs)

**COURSE DESCRIPTION:** This Course is for fourth year cadets in the JROTC program. The course consists of three components: Aerospace Science (40%), Leadership Education (40%), and Wellness/Physical Fitness (20%). **Aerospace Science is** Management of the Corps. The cadets should manage the entire corps during their fourth year in the Air Force Junior ROTC program. 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. Instructors should keep in mind that since there is **no textbook** for this course, the course syllabus will be structured so that cadets achieve course objectives by completing core management activities. **Leadership Education Principles of Management** is the fourth textbook in the Leadership Education series. This course provides exposure to the fundamentals of management. The 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. We are confident 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 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. The **Wellness/Physical Fitness** portion will incorporate the Cadet Health and Wellness Program (CHWP). The CHWP is an exercise program focused upon individual base line improvements with the goal of achieving a Presidential Physical Fitness standard calculated with age and gender. The goal of the CHWP is to motivate JROTC cadets to lead active, healthy lifestyles beyond program requirements and into their adult lives. Cadets will be given the opportunity to put into practice the wellness concepts that are taught in Leadership Education I. Students  **WILL** wear the Air Force JROTC uniform weekly (Wednesday or Thursday) and the **issued** PT uniform on Thursdays or Fridays.

**COURSE OBJECTIVES AND GOALS:**

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.

**UNIFORM DAY:** WEDNESDAYS and during Special Events such Drill Meets and Field Trips. Cadets are required to wear their Physical Training uniform on THURSDAYS or FRIDAYS depending on the final schedule.

**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 or ASI. The Leadership Education portion of the grade counts 40% of the final grade and will be graded by the SASI or 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.

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| MAJOR GRADES | DAILY GRADES |
| Uniform Wear | Class Attendance, Preparation & Participation |
| Exams (Midterm & Final) | Quizzes |
| Parades, Special Events, and Community Service | Class work/Homework |

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

Grade Percentage Required

A 90 and above

B 80 - 89

C 75 - 79

D 70 - 74

F 69 and below

**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, from the start of the school day until released.** Make-up day for excused absences on uniform day is the following School 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 will lead to disenrollment from the course. Cadets are required to wear their issued  **Physical Fitness** uniforms on **Thursdays or Fridays** unless otherwise directed. Failure to turn in uniforms by the end of the course/year will result in an overall “I” incomplete grade for the course and the vice principal notified. Additionally, the student will be placed on the “Fines/Holds” list until the uniforms are paid for/returned.

**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, Wellness) of the AFJROTC I 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 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):** Daily 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.

**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. 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 it members to adhere to higher standards than might be found among the student population. **Inappropriate behavior**, in or out of uniform, is prohibited while in 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 DOE 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. 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 respectively 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 and **ABSOLUTELY** no **CHEWING GUM** in the classroom.
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. Stand at the position of “**Parade Rest**” at the rear of your desk.
4. The Flight Commander will take roll. When the cadet’s name is called, they will come to the position of “**Attention**” and answer **“Here Sir”,** then return to the position of “**Parade Rest**”.
5. The Flight Commander/flight sergeant will call the class to **“Attention”** when the instructor approaches the podium and salute the instructor (If it’s an Officer) and state “**The Flight is Ready for Instruction**”.
6. After the instructor returns the salute, the flight commander will give the command “**Parade Rest**”.
7. After roll, the Flight Commander will call the flight to “**Attention**” and place the cadets in their seats with the command “**Seats**”.
8. 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. 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’.** After 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 classroom.