

SC-952 COURSE SYLLABUS FOR AY 2016-2017

COURSE: AEROSPACE SCIENCE (AS) 400: MANAGEMENT OF THE CADET CORPS & LEADERSHIP EDUCATION (LE) 400: PRINCIPLES OF MANAGEMENT

INSTRUCTORS: SASI, Lt Col Bernard Taylor, USAF (Ret) (864) 941-3455, taylorb@gwd50.org
ASI, SMSgt Paul St. Jean, USAF (Ret) (864) 941-3454, stjeanp@gwd50.org

CREDIT HOURS: One elective/PE credit

COURSE MATERIALS: Textbook: N/A
Student Workbook: N/A
Leadership Education 400: Principles of Management
AF Manual 36-2203, Personnel Drill and Ceremonies
Selected video tapes/DVD
SC-952 Cadet Handbook

COURSE PREREQUISITE: All students for this class will be selected by the instructors in consultation with the Guidance Department. Student must be a senior and have completed three semesters of AFJROTC. We will consider those seniors who have completed two semesters of AFJROTC and the Converse College Cadet Leadership Course.

COURSE DESCRIPTION:

1. **Management of the Cadet Corps** (AS-400). In this course, cadets in the senior class manage the cadet corps. This hands-on experience affords the cadets the opportunity to put the theories of previous leadership courses into practice. All the planning, organizing, coordinating, directing, controlling, and decision-making will be done by the cadets. This includes but not limited to overseeing classroom procedures, assisting instructors in presenting information to cadets, uniform issue, maintenance, and retrieval, accountability of cadet corps supplies and equipment, and managing community service projects and activities. They will put into practice their communication, decision-making, personal-interaction, managerial, and organizational skills.

2. **Leadership Education** (LE-400). This course focuses on the fundamentals of management, with students encouraged to see themselves as a manager. At this level, they have even greater responsibility for planning, organizing, coordinating, directing, and controlling AFJROTC projects and activities. Students mentor junior leaders to take their place upon graduation. They will put into practice their communication, decision-making, personal-interaction, managerial, and organizational skills. The cadets will provide assistance to the instructors with leadership education training of cadet corps cadets. This training includes providing guidance on uniform wear; customs, courtesies, and other military traditions. Cadets will be required to plan and organize two major projects during the course. During the spring semester, the projects will include the Military Ball, fundraiser, and year-end pass-in-review/awards program. Wellness and drill and ceremonies are included. During the Fall semester/block, Units 1 and 2 will be covered. During the Spring semester/block, units 3 and 4 will be covered.

3. **Leadership Elective 6 (Cadet Handbook)**. Several hours at the beginning of the semester will focus on information and material contained in the Cadet Handbook. The Cadet Handbook is a document required by HQ AFJROTC and it contains instructions on how the AFJROTC operates at the local level.

3. **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. . An initial test will be administered to cadets at the beginning of semester/school to establish a baseline and goals. Quarterly tests are conducted to measure individual improvement so cadets can compare results with individual and unit goals. A final

test is conducted at the end of the semester/school year to determine individual fitness levels. Physical fitness tests are comprised of the following five exercises: Mile run, curl-ups, push-ups, shuttle run, and V-sit reach. Cadets will be given the opportunity to put into practice the wellness concepts that are taught in Leadership Education I.

4. Students **WILL** wear the Air Force JROTC uniform weekly (Wednesday) and the **issued** PT uniform on Fridays.

COURSE OBJECTIVES:

1. Management of the Cadet Corps

- a. Apply the theories and techniques learned in previous leadership courses.
- b. Know how to develop leadership and management competency through participation.
- c. Apply strengthened organizational skills through active incorporation.
- d. Know how to develop confidence in ability by exercising decision-making skills.
- e. Apply Air Force standards, discipline, and conduct.

2. Leadership Education/Drill and Ceremonies

- a. Comprehend the importance of management, the techniques and skills involved in making management decisions, and the importance of managing yourself and others.
- b. Comprehend the concepts and skills of problem solving, decision making, and negotiating.
- c. Know the importance of keeping yourself well and helping others stay well, the importance of drill and ceremonies and the basic commands and characteristics of command voice.
- d. Apply and execute the concepts and principles of basic drill positions and movements.
- e. Know when and how to salute.

3. Wellness and Physical Fitness

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

<u>GRADES AND EVALUATION:</u>	Uniform wear/inspections/drill	35%
	Evaluations (Tests, quizzes, instructor evaluation)	30%
	PT uniform wear/participation	20%
	Assignments (Workbooks, briefings, projects)	15%

OVERALL GRADE BREAKDOWN IS AS FOLLOWS:

Aerospace Science (usually taught on Tuesday and Thursday):	40% of grade
Leadership Education (usually taught on Monday and Wednesday)	40% of grade
Wellness and Health (usually taught on Friday):	20% of grade

EXAMS: Examination grades in the Aerospace Science phase of the course will be based on instructor's observation of the cadets' performance in completing tasks. Leadership Education examinations, on the other hand, will be based on lesson objectives and samples of behavior covered in the textbook, Air Force Junior ROTC Cadet Guide, and corresponding workbooks. These exams may be made up of multiple choice, matching, short essay type questions, and fill in the blanks type questions. Some exams may be shorter in length, while others will be longer. All exams regardless of length will weigh the same. All questions will be derived from the assigned readings and will be reinforced during classroom discussions. Therefore, it benefits the entire class if everyone completes their reading assignments and is prepared for classroom discussions. Any missed exams must be made up. Makeup exams time and location will be determined as required. **SOME TESTS WILL BE GIVEN USING THE CLASSROOM PERFORMANCE SYSTEM AND SCHOOL IPADS.**

<u>GRADING SCALE:</u>	A = 90 – 100	C = 70 – 79	F = 59 or less
	B = 80 – 89	D = 60 – 69	

UNIFORM WEAR: Uniform wear is a large part of the Air Force JROTC program. All cadets are required to wear the appropriate uniform each Wednesday, from the start of the school day until released. If a cadet attends school on Wednesday and fails to wear the uniform, they will receive a “0” for the uniform grade. The cadet may make up the uniform day, but the highest grade they can receive is a 75. If absent on uniform day, the cadet must wear the uniform on the first day they return to school. **CADETS CANNOT PASS THIS CLASS WITHOUT WEARING THE UNIFORM.** Cadets missing more than 4 uniform days during the semester will automatically fail the class. Cadets are required to wear their issued Physical Fitness uniforms on Fridays unless otherwise directed. Cadets are graded on a rubric that includes bringing the appropriate clothes/uniform (shorts and shirt are provided—cadets must wear athletic shoes that they provide –NOT BOOTS, SANDALS, FLIP FLOPS OR STREET SHOES). Cadets are graded on participation in exercise and games. **THEY DO NOT HAVE TO BE A CONSUMMATE ATHLETE—JUST DO THEIR BEST.**

EVALUATION: You will be constantly evaluated in some form or another during your life. This class is no different! Your overall attitude, demonstrated enthusiasm to learn, and your constructive participation in class will affect your overall grade. Remember that the way you present yourself could push your grade to a point higher. **We expect everyone to be prepared for each class by completing reading assignments and/or other assigned tasks and contribute by participating in classroom discussions.** In addition, all assignments must be completed and turned in at the appointed time unless arranged otherwise.

PRESENTATION: You will be assigned an oral briefing to demonstrate your verbal communication skills. You will prepare and present a 2 to 3 minute extemporaneous briefing on a subject to be determined. The target time for this presentation is 3 minutes and points will be deducted for those that are outside the 3 to 5 minute range. Each cadet is required to make a presentation each nine week grading period. Cadets will draw a topic from a hat during the first week of September, November, February, and April. The presentations/briefings will take place during the third week of these months.

WRITTEN ASSIGNMENTS: You will be required to complete a one page Talking Paper covering your presentation topic to be turned in before your presentation/briefing during the third week of September, November, February, and April. The instructor will review the Talking Paper to ensure you have put forth sufficient planning and organized your material for successful delivery of your presentation. In keeping with the school’s WICOR initiative, you will be required to complete a number of writing assignments during the semester.

SAFER CHOICES (SEX EDUCATION): South Carolina legislature has mandated that all students receive 12.5 hours of instruction on safer choices as it relates to sex education. This instruction will take place two weeks before the final week of the semester and will be taught by PE instructors. Students are required to receive this instruction one time.

COMMUNITY SERVICE: All cadets are expected to participate in as many cadet activities as possible, especially Air Force JROTC sponsored community service projects. Our goal is for each cadet to participate in a minimum of 12 hours of service projects each semester. In addition, cadets are required to participate in the following four cadet corps activities: Veterans Day Parade, Christmas Parade, Military Ball, Pass-in-Review/Awards Program. A full annual listing of activities can be found on the cadet corps webpage.

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, field trips included, provided funds are available. Cadets must be in good academic and disciplinary standing to participate.

PARENT INVOLVEMENT: We encourage parental involvement. We can be reached at the numbers mentioned above at any time to discuss issues relating to the cadets.

WEBSITE: We have established an AFJROTC website page. You can reach it through the school's website or use the link below. The site includes pictures and information about activities that the cadet corps has participated in and contains a calendar of events for your information. The link is <http://www.emeraldafjrotc.com> or <http://www.gwd50.org/domain/102>.