Det 847 LLAB/PT Syllabus Checklist

AS Class: LLAB

Term: Fall '19

Turn in this checklist with a copy of your syllabus to the Education Officer at least one week prior to the start of the term. His signature verifies that your syllabus has been approved.

The COC must provide cadets with the following information in writing (written or electronic) at the beginning of each term

**AFROTCI 36-2010 4.4 requirements**

- Attendance policy for LLAB (including PT) (4.4.1)
- A list of the numbered LLAB lesson objectives and or PT objectives for the appropriate course (4.4.2)
- As a minimum, each student must satisfy three requirements in order to receive passing credit for LLAB:
  - Cadets must attend a minimum of 80% of LLAB activities. Cadets must also meet the 80% PT attendance requirement to pass LLAB each academic term (4.6.1.1)
  - Cadets must attempt the PFA IAW AFROTC Supplement to AFI 36-2905. If a contract cadet receives a failing score on the PFA, this does not constitute a failure in LLAB. If a cadet meets all attendance requirements, but fails to attempt the PFA, they will fail LLAB. EXCEPTIONS: Contract cadets on medical recheck status unable to take the PFA during the term, and non-contract cadets who have a bona fide medical excuse lasting throughout the term. Reference AFROTCI 36-2011, Cadet Operations.
  - Cadets must not show indifference to military training. (4.6.1.3)
- Offer LLAB on a pass/fail or credit/fail system, unless the institution requires letter or numerical grades (4.6.2)

**ASU OP 06.14 & HB 2504 requirements**

- Describe all major course requirements, including the subject matter of each lecture or discussion
- Include course outline, including each major assignment, required reading and examinations
- Include the expected learning outcomes from the course and methods of assessing those outcomes
- List criteria for grade determination
- List office hours and/or hours of outside-of-class contact

**Additional University Policies**

- University Policy on Academic Honesty (ASU OP6.14, ASU Student Handbook)
- Accommodation for students with disabilities (ASU OP6.14, ASU OP10.15)
- Observance of a Religious Holiday (ASU OP6.14, ASU OP10.19)

AS INSTRUCTOR SIGNATURE after completing checklist Maj Russell Foster 16 Aug 19

EDUCATION OFFICER SIGNATURE Approved/Disapproved Maj Russell Foster 16 Aug 19

COMMENTS ____________________________________________________________