

DEPARTMENT OF AEROSPACE STUDIES

ANGELO STATE UNIVERSITY

Spring 2022 SYLLABUS

Course Title:

AS 1113-010, Leadership Laboratory

AS 2113-010, Leadership Laboratory

AS 3113-010, Leadership Laboratory

AS 4113-010, Leadership Laboratory

Meeting times: Fridays 1500 – 1700

Instructor:

Allan Fonseca, Lt Col, USSF

Phone: 325-486-6537

Email: allan.fonseca@angelo.edu

Hours available: By Appointment RAS230

REQUIRED TEXTS AND RESOURCES:

- **Blackboard** – Have an active account to access this syllabus, required texts and assignment grade sheets
- AFH 33-337, The Tongue and Quill (19 Nov 2015).....Blackboard
- Cadet Reader..... Blackboard

COURSE OBJECTIVES: Upon completion of this course, students will be able to:

- Know the Air Force and AFROTC grade structure and insignia
- Know the Air Force and AFROTC chain of command
- Know the AFROTC Honor Code
- Apply proper courtesies and procedures associated with the US flag
- Apply individual and flight drill positions
- Apply basic individual flight drill movements
- Apply effective followership and teamwork skills
- Know the environment of an Air Force officer
- Apply correct guidon procedures during drill practice & official functions
- Apply advanced individual and flight drill movements
- Apply skills to be an effective flight commander
- Know road guard procedures
- Apply proper individual drill evaluation procedures
- Know proper dorm maintenance procedures and requirements
- Know the mental, physical, & administrative requirements of Field Training
- Apply proper open ranks inspection procedures
- Know key personnel parade procedures
- Know Field Training military decorum
- Apply learned information during esprit de corps activities (25% requirement)
- Holm Center Training Manual (HCTM)
- Apply leadership & followership skills through the cadet mentoring program
- Know the principles of Air Force health and wellness

- Apply the proper Air Force customs and courtesies
- Apply proper Air Force dress and appearance standards
- Know the proper procedures and history behind the Air Force dining-in/out
- Know functions associated with reveille/retreat ceremonies and parade
- Apply AFROTC awards/decorations program in a formal awards ceremony
- Apply leadership/management skills in supervising cadet corps
- Apply proper feedback and performance evaluation skills
- Know the process for evaluating bullet statements
- Apply leadership/management/problem solving skills in special projects
- Know issues and topics in a commander's call environment
- Demonstrate level of physical fitness through training and assessments (active cadets only)
- Know the expeditionary requirements for Field Training
- Execute war-game utilizing the Air Force Employment Exercise (AFEX)
- Identify expectations of a new Professional Officer Course (POC) cadet

1. ATTENDANCE POLICY

- Instructors may consider class attendance in determining a student's final grade in Leadership Laboratory (LLAB) classes, but attendance must be subordinate to measurable performance based on lesson objectives. However, in cases where student attendance falls below 80%, attendance becomes the key determinant in the student's final grade.
- You must notify the instructor as soon as you realize you will be absent or late for class.**
 - You must complete an Official Memorandum for any absence or tardy no later than 48 hours after the absence or tardy with justification explaining why you were late or missed the class. It is at the instructor's discretion to deem the absence/tardy excused.**
 - Failure to submit the memorandum by the appointed time mentioned above will result in an unexcused absence/tardy.**
- If you are more than 5 minutes late to class, it will count as an absence.
- Missed graded events cannot be made up if your absence/tardy is unexcused.
- Attending less than 80% of regularly scheduled PMT (LLAB or PT) will result in a failing grade for the course regardless of your total number of points.
- The policy described above applies to both cadets and academic-only students.

2. GRADING AND EVALUATION PROCEDURES

- This is a Pass/Fail course. You must achieve at least 70% to pass the course (41.3 points).
- Course grades will be computed as follows:

LLAB Attendance = 15 points (25%)

Physical Training (PT) Attendance = 29 points (49%)

Attitude Towards Training, Preparedness, Warrior knowledge) = 15 points (26%)

Total points possible = 59 points

Attendance: Attendance will be documented each LLAB and PT.

Attitude Towards Training: The inability or refusal to conform to practical military training may result in immediate failure and/or dismissal from the course as determined by the Department Chair. This includes but is not limited to:

- A cumulative grade of < 70% on Knowledge Checks
- Excessive behavioral issues as defined in sections 3-5 or any violation of the AFROTC Honor Code
- Attendance
- Violations of the Air Force Core Values
- Illegal, Immoral, or Unethical acts

3. **LLAB BEHAVIOR**

- a. You will be professional, courteous, and respectful at all times.
- b. Cadets will wear the UOD (Uniform of the Day) from 0700-1700 on days they have LLAB. Cadets are not required to wear the uniform outside of Military Instruction where situations dictate it as inappropriate or impractical to do so (example chemistry lab). Cadets who fail to wear the proper uniform, wear the uniform incorrectly, or fail to be in grooming standards IAW AFI 36-2903 will be issued a Form 16 Conditional Event for Indifference to Training.
- c. If you bring a cell phone to LLAB, it must be turned off or placed in a silent mode (not vibrate). Texting or checking email during LLAB is not permitted.

4. **ACADEMIC FREEDOM AND NON-ATTRIBUTION POLICY:** Students are encouraged to write freely and to voice their concerns and opinions in the classroom; however, the military training environment requires limits on some types of expression. The UCMJ dictates that officer trainees and cadets may not use contemptuous words toward the President, Vice President, Congress, the Secretary of Defense, the Secretary of the Air Force, and others. The classroom is also a non-attribution environment—statements, disagreements, and other comments made by individuals or groups in an educational forum are safeguarded through non-attribution. A speaker's identity may not be divulged for the purpose of attributing specific remarks or statements to that speaker, without first obtaining the speaker's permission. If this is not clear in any way, ask your AS instructor to clarify.
5. **UNIVERSITY POLICY ON ACADEMIC HONESTY:** Angelo State University expects all students to engage in all academic pursuits in a manner that is above reproach and to maintain complete honesty and integrity in the academic experiences both in and out of the classroom. Additional information can be found the Student Handbook.
6. **ACCOMMODATION FOR STUDENTS WITH DISABILITIES:** The University is committed to the principle that in no aspect of its programs shall there be difference in the treatment of persons because of race, creed, national origin, age, sex, disability and the equal opportunity and access to facilities shall be available to all. Additional information can be found the Student Handbook.
7. **OBSERVANCE OF A RELIGIOUS HOLY DAY:** A student who intends to observe a religious holy day should make that intention known in writing to the instructor prior to the absence. A student who is absent from classes for the observance of a religious holy day shall be allowed to take an examination or complete an assignment scheduled for that day within a reasonable time after the absence. A student who is excused under this policy may not be penalized for the absence; however, the instructor may respond appropriately if the student fails to complete the assignment satisfactorily.

9.. REQUIRED USE OF MASKS/FACIAL COVERINGS BY STUDENTS IN CLASS:

Current Department of Defense Policy applies to detachment spaces for mandatory face mask wear while indoors. Mask are available in the detachment and are provided to cadets at no cost. Personnel in the detachment spaces are required to wear a face mask regardless of vaccination status. Current research on the COVID-19 virus suggests there is a significant reduction in the potential for transmission of the virus from person to person by wearing a mask/facial covering that covers the nose and mouth areas. You are also asked to maintain safe distancing practices to the best of your ability. For the safety of everyone, any student not appropriately wearing a mask/facial covering will be asked to leave the classroom immediately. The student will be responsible to make up any missed class content or work.

LLAB Fall 2020 Class Schedule

1. All classes will either be held in Rassman 105 or at another location which will be provided by your instructor prior to the scheduled class date.
2. Class Times: LLAB - Fridays 1500 – 1700; PT – Tuesday and Thursday 0600-0700
3. All classes and schedules are subject to change. Follow BlackBoard, OPORD, and in class instructions.

DATE	TITLE	HOURS
	Fall 2021 SEMESTER	
21 Jan	LLAB/PT	4
28 Jan	LLAB/PT	4
4 Feb	LLAB/PT	4
11 Feb	LLAB/PT	4
16 Feb	LLAB/PT	4
25 Feb	LLAB/PT	4
4 Mar	LLAB/PT	4
11 Mar	LLAB/PT	4
18 Mar	Spring Break	0
25 Mar	LLAB/PT	4
1 Apr	LLAB/PT	4
9 Apr	LLAB/PT	4
15 Apr	LLAB/PT	4
22 Apr	LLAB/PT	4
29 Apr	LLAB/PT	4
6 May	LLAB/PT	4
	TOTAL HOURS	60