

 <b>FLORIDA ATLANTIC UNIVERSITY</b>	<b>COURSE CHANGE REQUEST</b> <b>Undergraduate Programs</b>	UUPC Approval <u>2-1-21</u> UFS Approval _____ SCNS Submittal _____ Confirmed _____ Banner Posted _____ Catalog _____
	<b>Department</b> Military Programs <b>College</b> N/A	
<b>Current Course Prefix and Number</b> AFR 2131		<b>Current Course Title</b> The Evolution of USAF Air and Space Power II
<i>Syllabus must be attached for ANY changes to current course details. See <a href="#">Checklist</a>. Please consult and list departments that may be affected by the changes; attach documentation.</i>		
<b>Change title to:</b> Team and Leadership Fundamentals II  <b>Change prefix</b> <b>From:</b> _____ <b>To:</b> _____  <b>Change course number</b> <b>From:</b> _____ <b>To:</b> _____  <b>Change credits*</b> <b>From:</b> _____ <b>To:</b> _____  <b>Change grading</b> <b>From:</b> _____ <b>To:</b> _____  <b>Change WAC/Gordon Rule status**</b> Add <input type="checkbox"/> Remove <input type="checkbox"/>  <b>Change General Education Requirements***</b> Add <input type="checkbox"/> Remove <input type="checkbox"/>  <small>*Review <a href="#">Provost Memorandum</a></small> <small>**WAC/Gordon Rule criteria must be indicated in syllabus and approval attached to this form. See <a href="#">WAC Guidelines</a>.</small> <small>***General Education criteria must be indicated in syllabus and approval attached to this form. See <a href="#">GE Guidelines</a>.</small>		<b>Change description to:</b> See Attachment   <b>Change prerequisites/minimum grades to:</b>    <b>Change corequisites to:</b>    <b>Change registration controls to:</b>    Please list existing and new pre/corequisites, specify AND or OR and include minimum passing grade (default is D-).
<b>Effective Term/Year for Changes:</b> Summer 2021		<b>Terminate course? Effective Term/Year for Termination:</b>
<b>Faculty Contact/Email/Phone</b> Lt Col Jason Braun / jxb1892@miami.edu / (305) 284-2870		
<b>Approved by</b> Department Chair <u>Jason C. Braun</u> College Curriculum Chair <u>N/A</u> College Dean <u>Edward Pratt</u> UUPC Chair <u>Jerry Haky</u> Undergraduate Studies Dean <u>Edward Pratt</u> UFS President _____ Provost _____		<b>Date</b> <u>21 Jan 21</u> _____ <u>1-22-21</u> <u>2-2-21</u> <u>2-2-21</u> _____ _____

Email this form and syllabus to [mjenning@fau.edu](mailto:mjenning@fau.edu) seven business days before the UUPC meeting.

# *AEROSPACE STUDIES AS202*

## *Team and Leadership Fundamentals*

### Course Syllabus (FAU AFR 2131) Spring 2021



**U.S. AIR FORCE**



**Air Force ROTC Detachment 155  
University of Miami (UM)**

**INSTRUCTOR: Lt Col Jason Braun**

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**AS 202 (FAU AFR 2131) SYLLABUS (Spring 2021)  
Team and Leadership Fundamentals  
INSTRUCTOR: LT COL JASON BRAUN**

**INTRODUCTION**

**Team and Leadership Fundamentals** is a survey course provide a fundamental understanding of both leadership and team building.

Article IV.

**Article V. AIS 202 COURSE DESCRIPTION**

This is a survey courses designed to provide a fundamental understanding of both leadership and team building. It is imperative that students are taught from the beginning that there are many layers to leadership, including aspects that do not always jump to mind. Such things include listening, understanding themselves, being a good follower and problem solving efficiently. The students will apply these leadership perspectives when completing team building activities and discussing things like conflict management. Students should demonstrate basic verbal and written communication skills.

**Article VI. AIS 202 COURSE OBJECTIVES**

- Know the importance of conflict & stress management, resiliency, ethical decision making, and human relations for effective leadership and team building
- Demonstrate basic verbal and written communication skills
- Know the Air Force Core Values and recognize their use in operational examples of USAF Air and Space power

**CLASS TIME AND LOCATION**

**AIS 202 Section 1:**

- **Thursday, 0830-0920 @ UM Coral Gables, Whitten Learning Center 170 and virtually as directed by the professor (students in virtual only modality or in quarantine).**

**ELECTRONIC TEXTBOOKS: All Electronic Textbook reading materials are available at the hyperlinks below:**

5. T-213 [Team And Leadership Fundamentals](#). 2020/21 Edition
  - a. If you don't have a Wings account to gain access, they're also posted on [Google Drive](#)
6. AF DD 1, [Air Force Doctrine Document 1: AF Basic Doctrine](#)
7. AF DD 2, [Leadership](#)
8. AF DD 4, [Operations](#)
9. AFH 33-337, [The Tongue and Quill](#), Nov 15

## **AFROTC & DET 155 POLICIES**

**ATTENDANCE:** In accordance with AFROTC Instruction 36-2011, *Cadet Operations*, you are required to attend 80% of scheduled Aerospace Studies (AS) classes **to receive a passing final grade**. However, the expectation is a mandatory 100% class attendance unless you have a valid reason to miss class. Examples of valid reasons are as follows: Hospitalized for illness/injury, hospitalization of an immediate family member, death in the immediate family, conflicting class schedule, etc. All valid reasons for excused absences are determined on a case by case basis by the professor.

**\*Attendance policy applies to cadets AND academic only students\***  
**Academic only students are not required to submit an official memorandum**

**BOTTOM LINE UP FRONT (BLUF):** Officers are punctual, On Time! On Target! **Plan effectively.**

If you need to be absent from a class, you **must request and receive “PRIOR” instructor approval** via signed official endorsement memorandum (Tongue & Quill, page 189). You must state the specific reason you must miss class, the date(s) you will be absent, and a plan of how missed work will be completed in an expeditious manner. The memorandum must have your professor’s signature block and a place to CONCUR/NONCONCUR on your request. Any request not approved prior to the absence or disapproved by the professor will result in an “Unexcused Absence” being awarded for that class date. Approved requests will count toward meeting the 80% attendance requirement.

If prior approval is not or cannot be obtained, you **must provide an explanation of the circumstances** to the professor in a signed official memorandum (Tongue & Quill, page 183) **no later than (five) calendar days** following the absence. You must identify the date(s) you were absent, state the specific reason you missed class, and a plan of how missed work will be completed in an expeditious manner. Each situation will be evaluated and either approved or disapproved by the professor. Disapproved absences will result in an “Unexcused Absence” being awarded.

**Unexcused absences will reflect adversely** on overall instructor evaluation of student performance and will result in a **five-point deduction** from the **overall term grade** for each unexcused absence beginning with the second occurrence.

**Unexcused tardiness will reflect adversely** on overall instructor evaluation of student performance and will result in a **two-point deduction** from the **overall term grade** for each unexcused tardy beginning with the second occurrence.

### **CLASSROOM DEPARTMENT AND PERSONAL CONDUCT:**

You will call the classroom to attention for any officer that enters the room. Avoid several people calling the room to attention at the same time. Work out a system! Coming to attention is a gesture of **respect, not inferiority**. Additionally, ALL cadets will afford each other mutual respect and carry themselves as the future Air Force officers they aspire to become.

**Camera While Remote:**

Students who are attending a class session virtually are required to have their video enabled. Additionally, students are required to conduct themselves as if they are in the physical classroom environment.

**Face Coverings:**

Face coverings are mandatory at all times (with the exception of when drinking water) while in on-campus class sessions. Additionally, food or snacks are not allowed to be consumed within class. Failure to follow this requirement is grounds for disciplinary action and may lead to removal from the classroom and/or the course.

**ACADEMIC FREEDOM / ACADEMIC INTEGRITY / HONOR CODE:**

All students will adhere to HQ Air University and the University of Miami (UM) Honor Code pertaining to Academic Integrity and Academic Freedom as outlined in AUI 36-2308, *Academic Freedom*, AUI 36-2609, *Academic Integrity* and the UM *Undergraduate Student Handbook and Honor Code*.

**Academic Freedom.** This means the “free exchange of opinions and ideas, to the greatest extent possible” is highly encouraged in my classroom because it is “...essential to the educational process for faculty, students, and staff.” (AUI 36-2308). All opinions have value and while your opinion may differ from the book answer, that is fine. You are encouraged to present your opinions and reasoning in an appropriate and respectful manner. However, there are limitations based on military mission requirements. For example, commissioned officers, officer trainees, and cadets subject to the UCMJ may not use contemptuous words toward the President, Vice President, Congress, the Secretary of Defense, the Secretary of the Air Force, and others.

Furthermore, we practice non-attribution to maintain academic freedom and provide a safeguard for individuals or groups in the educational forum. It is acceptable to say “a previous speaker said or made a specific statement” but the identity of the speaker may not be divulged without permission. (AUI 36-2308).

In other words, anything we discuss while in class should remain in the classroom. You should not say, “...so and so said this” about anything discussed during class outside of the classroom.

**Academic Integrity.** Breaches of academic integrity and/or the honor code will result in an “F” on the assignment, possibly an “F” in the course. An investigation for disenrollment from the AFROTC program and notification to your university's honor council will be determined by the professor and the Detachment 155 Commander.

**Plagiarism:**

“The act of appropriating the literary composition of another, parts or passages of their writings, or the ideas or language of the same, and intending to pass them off as the product of one’s own mind. An example is copying verbatim without quotation marks with the intent to claim that material as one’s own work is plagiarism, as is the intentional use, without credit, of a source’s sentence structure and style with only minor word changes. Intent is established based on consideration of all circumstances and evidence presented. The correct method for giving credit to a source in written work is to use quotation marks and an accompanying footnote when quoting directly and a footnote when paraphrasing. In the case of oral presentations, credit must be given for direct or paraphrasing of direct quotes.” AUI 36-2308, Para 1.6.1 See the T&Q pages 340-347 for guidance as well as the Air University Style Guide page 139.

“Plagiarism is representing the words or ideas of someone else as your own. Examples include, but are not limited to, failing to properly cite direct quotes and failing to give credit for someone else’s ideas.” UM 2014-2015 Student Rights and Responsibilities Handbook, page 10.

**Recordings:**

Students are expressly prohibited from recording any part of this course. Additionally, all cell phones must be silenced or turned **off** both in the physical and virtual classrooms.

**Cheating:**

“The act of giving or receiving improper assistance such as, but not limited to, gaining unauthorized access to faculty materials that have not been released for student use; copying answers from another’s examination; using texts, notes, issue materials, or other references not authorized for examinations or other assigned work; knowingly permitting another student to copy one’s writing assignments, speech or briefing materials, or answers from an examination paper; and collaborating with other persons on individual assignments except as specifically authorized by the school.”

AUI 36-2609.

“This term implies an intent to deceive. It includes all actions, devices and deceptions used in the attempt to cheat. Examples include, but are not limited to, copying answers from another student’s exam and using a cheat sheet or crib notes in an exam.” UM 2014-2015 Student Rights and Responsibilities Handbook, page 10.

**\*\*If you have questions regarding plagiarism rules, please see your professor BEFORE turning in assignments or completing any exams\*\***

**Uniforms (ROTC cadets only):**

AFROTC uniform wear is mandatory for cadets during classroom/Lead Lab attendance, and anytime you enter the detachment to conduct business with cadre. Cadets are authorized to wear appropriate civilian attire when conducting activities in the cadet areas. When in uniform, grooming standards will conform to Air Force standards, including shaving, proper haircuts, jewelry, etc. in accordance with AFI 36-2903, *Dress and Personal Appearance*.

**You will be required to turn in DRY CLEANED uniforms at the end of each semester. Students that fail to turn in uniforms may have a HOLD placed on their official transcripts by their Universities.**

**Civil Involvements:**

All cadet involvements with civil, military, law enforcement officials or school authorities must be reported to AFROTC Cadre within **72 hours** of involvement.

The use, abuse, possession, or handling of illegal drugs is prohibited – **ZERO** tolerance, consistent with Air Force guidelines and State Law.

Possession or use of alcohol by anyone under the age of 21 is prohibited.

Sexual harassment/sexual assault violate AF standards and will not be tolerated. Your actions, both on and off campus, reflect upon you as a person, the Cadet Corps and the US Air Force.

Violations in any areas mentioned above will result in severe disciplinary action and possible dismissal or disenrollment from the AFROTC program, as determined by the Detachment 155 Commander.

**EXECUTIVE OFFICER RESPONSIBILITIES:** An Executive Officer will be assigned during the first class session. If you are selected for this position you will have the responsibility to maintain the records for the class, and find an alternate executive officer who is a virtual only student to help keep attendance. At a minimum, you will be required to take attendance for every lesson, collect and track all individuals selected briefing topics, ensure all cadets are signed up for term counseling and distribute all documents to the class, among other responsibilities. It is recommended that you create a Google Drive for the class to centrally manage all of the information to share with your instructor. If you are **NOT** selected as the Executive Officer it is your responsibility to fully support them. The Executive Officer is not responsible for your individual grade and will not do your required work for you. Work as a team!

**TERM COUNSELING:** Formal counseling is conducted for each cadet during the semester.

- Allow 20 minutes for counseling between the dates of **8-12 Mar 21**
- The Executive Officer will have a sign-up sheet for you in Google Drive NLT **19 Feb 21**
- **YOU** are required to schedule your appointment via the sign-up sheet prior to **26 Feb 21**
- **You must report to your counseling session in uniform and formally report in** (counseling will be via Zoom again this semester)
- **Ensure the NCOs have your completed AF Form 48, SIGNED BY YOUR ADVISOR, BEFORE** your counseling session

**EVALUATION CRITERIA:** You are required to read all assigned material **PRIOR** to each class and participation in class is highly encouraged. Exams are based on classroom instruction and assigned readings. You will be tested from each lesson's objectives Samples of Behavior and information indicated by the instructor during test reviews.

- 4. Writing Assignment I:** Your first writing assignment will be a **one to two page** memorandum on "Leadership Reflection Part 2". The intent of this assignment is to promote self-reflection, self-assessment, and personal development and to encourage internalization of lesson concepts presented throughout the AS200 spring semester. If the "Leadership Reflection Paper 1" activity was also completed in the fall semester, this paper should build upon those initial reflections. Cadets should review their self-assessment survey and relate the results to concepts discussed in one, some, or all of the following lessons: Building Teams, Conflict Management, Ethical Decision Making: Promise, and Leadership Capstone. Cadets should consider how their strengths and weaknesses will positively or negatively influence their approach to any of the above topics, providing specific examples from the self-assessment and lesson topics as well as specific information regarding how they will leverage strengths and improve upon potential weaknesses. The format for the background paper can be found in AFH 33-337, pp. 215-216. This paper accompanies Briefing Assignment I. The grading rubric for your papers is supplied with this syllabus.
- 5. Written Assignment II:** Your second writing assignment will be a **one to two page** MFR to outline your expectations your goals and your plan to achieve those goals for field training. The intent of this assignment is to promote self-assessment and encourage cadets to formulate specific personal development goals in addition to methods for achieving those goals. Cadets should write about how they have personally developed throughout their ROTC experience thus far and identify specific goals (consider utilizing SMART criteria) for what they would like to achieve during field training. Cadets should also provide details regarding how they will achieve those goals during their field training experience. The MFR will be addressed to your Instructor. The format for the MFR can be found in AFH 33-337.

6. **Briefing Assignment I:** Your briefing assignment will be a **three to five minute** brief to your classmates on how ROTC has positively influenced you and the most significant thing your ROTC experience has taught you thus far. The style in which you choose to brief is up to you but must meet the minimum time requirement as well as present all to required information to educate all individuals on your topic and should be in accordance with AFH 33-337, *The Tongue and Quill*. The grading rubric for your briefings is supplied with this syllabus.
7. **Briefing Assignment II:** Your briefing assignment will be a **two- three minute** briefing on **Field Training Goals**. This briefing accompanies Writing Assignment II. The style in which you choose to brief is up to you but must meet the minimum time requirement as well as present all to required information to educate all individuals on your topic and should be in accordance with AFH 33-337, *The Tongue and Quill*
8. **Exams:** There will be one exam. The exam is based upon classroom instruction, assigned readings, and the Cognitive Samples of Behavior (CSOBs) for each lesson. CSOBs are found in your “note taker” at the beginning of each lesson. The final exam will cover material taught throughout the semester. It will be a combination of multiple choice, true/false, matching and fill in the blank answers.

**Class participation:** Class participation is not a graded portion of your AS 200 class but will heavily dictate the direction and flow of the class. The expectation is that all cadets come prepared to class and ready to participate. We operate in a professional environment and this mentality is expected of all cadets.

## GRADING

1. **Point Value.** Your final grade for this course will be determined based on the following criteria:

Graded Assignment	Points	Percent
Briefing 1	100	20%
Writing Assignment 1	100	20%
Briefing 2	100	20%
Writing Assignment 2	100	20%
Final Exam	100	20%
<b>TOTAL POINTS</b>	<b>500</b>	<b>100%</b>

2. **Grading Scale.** **You are required to pass all AFROTC Aerospace Studies (AS) courses with a “C-” or better or you will be investigated for disenrollment from the AFROTC program.**

A+	97-100%
A	94-96%
A-	90-93%
B+	87-89%
B	84-86%
B-	80-83%

<b>C+</b>	77-79%
<b>C</b>	74-76%
<b>C-</b>	70-73%
<b>D</b>	65-69%
<b>F</b>	64% and Below

**3. Missed Suspense's.** Assignments not completed on time will have **20% deducted** from maximum possible score **for each day late** (e.g. turned in 1 day late, maximum possible score is 80%). Extensions to assignment due dates are at the professor's discretion and must be approved BEFORE the assignment is late.

### ADDITIONAL INFORMATION

**1. Office Hours.** 1000-1530: Monday through Friday, except during class or Leadership Laboratory. Appointments must be requested, prior to the date desired, via email sent to Ms. Gwen Burns, [gurns@miami.edu](mailto:gurns@miami.edu) and the instructor. Office hours will be held virtually via Zoom unless granted an exception by the instructor.

**2. Leadership Laboratory (ROTC cadets only).** Wednesday from 0630-0930 hours, which includes one hour of mandatory Practical Military Training (PMT) at the University of Miami's Coral Gables Campus, **1551 Brescia Avenue (location is subject to change depending on planned training, follow up with Cadet Chain of Command for location).** **80%** attendance is required for LLAB sessions to **remain in the program.**

**3. Det 155 Physical Fitness Standards (ROTC cadets only).** Additionally, cadets are required to attend **80%** of Physical Training (PT) per term to successfully **pass** Leadership Laboratory. However, the expectation is a mandatory 100% attendance unless you have a valid reason to miss PT. Coordinate all PT absences as detailed in the Cadet Wing Policy Directives for approval by the OFC. At a minimum, the detachment will offer PT sessions at the following times weekly:

<u>Day/Time</u>	<u>Default Location*</u>
Tuesday 0630-0730	University of Miami, Coral Gables track
Thursday 0630-0730	University of Miami, Coral Gables track

**\* Location subject to change- check Cadet Wing communications for each week's PT location(s), as well as virtual attendance options for quarantined cadets and/or those on virtual-only attendance**

## AIS 202 COURSE SCHEDULE

**\*Current As Of: 19 Jan 21 & subject to change\***

<b>Class No.</b>	<b>Date</b>	<b>Lesson</b>	<b>Prerequisite Reading</b>
1	<i>28 Jan</i>	Welcome/Course Overview & Syllabus Review	Syllabus/Lesson 10
2	<i>4 Feb</i>	Team Building	Lesson 11
3	11 Feb	Human Relations	Lesson 12

4	18 Feb	Conflict Management	Lesson 13a
5	25 Feb	Conflict Management Part 2	Lesson 13b
N/A	3 Mar	<b>**Wellness Wed** - Univ of Miami*</b>	N/A
6	4 Mar	<b>DELIVER BRIEFINGS</b> Writing Assignment 1 Due	AFH 33-337
7	11 Mar	<b>DELIVER BRIEFINGS</b>	N/A
N/A	12 Mar	<b>*NO CLASS –SPRING RECESS - Univ of Miami*</b>	N/A
8	18 Mar	Stress Management & Resiliency	Lesson 14
9	25 Mar	Ethical Decision-Making: Promise	Lesson 15
10	1 Apr	Leadership Capstone 1	Lesson 16a
11	8 Apr	Leadership Capstone 2	Lesson 16b
N/A	14 Apr	<b>**Wellness Wed** - Univ of Miami*</b>	N/A
12	15 Apr	Leadership Capstone 3	Lesson 16c
13	22 Apr	<b>DELIVER BRIEFINGS</b> Writing Assignment 2 Due	AFH 33-337
14	29 Apr	<b>DELIVER BRIEFINGS</b> <b>FINAL EXAM</b>	AFH 33-337

\*Note: All class dates, holidays and final exam schedule is based off the University of Miami Academic Calendar for Spring 2021, therefore your university/school calendar may be different.

**\*\*If you have a class or holiday schedule conflict, notify me ASAP\*\***