

 <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 4211		<b>Current Course Title</b> National Security Affairs and Preparation for Active Duty 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> National Security, Leadership Responsibilities and Commissioning Preparation 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 [mjennings@fau.edu](mailto:mjennings@fau.edu) seven business days before the UUPC meeting.

# *AEROSPACE STUDIES 402*

## *National Security, Leadership Responsibilities and Commissioning Preparation*

### Course Syllabus (FAU AFR 4211) Spring 2021



**U.S. AIR FORCE**



**Air Force ROTC Detachment 155  
University of Miami**

**INSTRUCTOR: Capt Clifford Pigford**

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**AS 402 (FAU AFR 4211) SYLLABUS (Spring 2021)**  
**NATIONAL SECURITY, LEADERSHIP RESPONSIBILITIES**  
**AND COMMISSIONING PREPARATION**  
**INSTRUCTOR: CAPT CLIFFORD PIGFORD**

**AS402 COURSE DESCRIPTION:**

This course is designed to increase comprehension of the basic elements of national security policy and process. The student should know basic Department of the Air Force operations as well as understand selected roles of the military in society and current domestic and international issues affecting the military profession. Students should understand the responsibility, authority, and functions of a Department of the Air Force commander and selected provisions of the military justice system. The final portion of the course is designed to prepare students for life as a second lieutenant as they transition from civilian life to military life.

A mandatory Leadership Laboratory complements this course by providing advanced leadership experiences, giving students the opportunity to apply the leadership and management principles of this course.

**AS402 COURSE OBJECTIVES:**

- Comprehend the basic elements of national security policy and process.
- Know basic Department of the Air Force operations as well as understand selected roles of the military in society and current domestic and international issues affecting the military profession.
- Understand the responsibility, authority, and functions of a Department of the Air Force commander and selected provisions of the military justice system.

**CLASS TIME AND LOCATION:**

- Tuesdays from 0800-1045 hours at the University of Miami Whitten Learning Center LC-204 located at 5150 Brunson Drive, Coral Gables, FL 33146 or virtually as directed by the professor.
- Tuesdays from 0800-1045 hours virtually via Zoom link:  
<https://miami.zoom.us/j/96752074801?pwd=cXRnOSszY1Zaa3J6Q1BtU2F5SIRndz09>

**ELECTRONIC TEXTBOOKS: Access instructions to Electronic Textbooks will be provided by the professor.**

- T-408, 2020/2021 Edition,  
National Security, Leadership Responsibilities and Commissioning Preparation
- AU-24 Concepts for Air Force Leadership (2008)
- AFDD Vol 2 Leadership
- AFH 33-337, Tongue and Quill, Nov 2015

**AFROTC & DET 155 POLICIES**

**ATTENDANCE:** In accordance with AFROTCI 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 184). 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.

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 180) **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.

**The maximum amount of point deductions for unexcused absences and tardiness cannot exceed 10% of the final grade.**

#### **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 36-2608, *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 36-2608). 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 36-2608).

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 36-2309, Para 1.6.1 See the T&Q page 39 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 Student Handbook & Honor Code, page 9.

### **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, Para 1.6.2.

"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 on an exam." UM Student Handbook & Honor Code, page 9.

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

#### **UNIFORMS:**

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, security, 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 21 years of age 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.

#### **TERM COUNSELING:**

You are required to make an appointment via the class Executive Officer, by **22 Feb 2021**, for your term counseling to be conducted between **1-12 Mar 2021**. The counseling will last no more than **30 minutes**. Schedule the interview through your class leader. A sign-up sheet will be available at the appropriate time. You will provide the instructor with a complete and current AFROTC Form 48 that has been approved by one of the NCOs and signed by your academic advisor, **BEFORE** your appointment. When you arrive, report in uniform using proper procedures.

**EXECUTIVE OFFICER TO THE INSTRUCTOR:** An Executive Officer to the instructor will be assigned on lesson 1. If you are selected for this position, you will have the responsibility to ensure the classroom and all cadets are prepared for instruction. 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. The Executive Officer will maintain the assigned folder in the Det 155 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 the executive officer. The executive officer is not responsible for your individual grade and will not do your required work for you. Work as a team!

**EVALUATION CRITERIA:** You are required to read all assigned material **PRIOR** to each class and participation in class is highly encouraged. You are responsible for two written assignments and two oral briefings. Exams are based on classroom instruction and assigned readings. The final exam will cover only material presented after the midterm exam. You will be tested on each lesson's objectives, samples of behavior and any other information indicated by the instructor during test reviews.

23. **Writing Assignment I:** Your first writing assignment will be a **2 page** background paper to your instructor pertaining to an U.S. Air Force Medal of Honor recipient. Each student will select a different Medal of Honor recipient. The background paper format can be found in AFH 33-337, *The Tongue and Quill*.
24. **Writing Assignment II:** Your second writing assignment will be contact an AFROTC Det 155 alumni to conduct an interview with that alumni. You will in turn write a bullet background paper detailing the alumni interview. Additionally, you will either obtain or create the respective alumni's AF Biography. The bullet background format for writing effective bullet statement can be found in AFH 33-337 *The Tongue and Quill*. The Det 155 alumni must be a Capt or higher in rank.
25. **Briefing Assignment Purpose & Grading:** As future AF officers, you are expected to lead Airmen and Joint Service Forces in accomplishing the mission. To be effective you must be able to communicate your orders, expectations, and provide feedback to subordinates. You will deliver **two** graded briefings in this course to demonstrate and enhance your ability to communicate effectively. You may use any materials that you would like to present your briefing, however the informative briefing will utilize a minimum of three academically sound/scholarly references. The grading rubric for your briefings will be in accordance with the Holm Center Form 6, *Briefing Evaluation Sheet*. Each briefing will be followed by a brief question and answer session, during which you will address questions from the class.
26. **Briefing Assignment I:** Your first briefing assignment will be a timed **3-5 minute** impromptu brief for the class. The briefing topic will pertain to U.S. Air Force, military, or national security topic that has recently garnered media attention. The specific topic will be provided by the instructor during class and you will have 5 minutes to prepare for the impromptu briefing. The briefing should address Who, What, When, Where, Why, and How questions as well as the take-away or relevance of the impromptu topic. The grading rubric for your briefings will be in accordance with the Holm Center Form 6, *Briefing Evaluation Sheet* contained within this syllabus.
27. **Briefing Assignment II:** Your second briefing assignment will be an informative briefing pertaining to a previous war, conflict, crises, combat action, etc. You may partner with one classmate for this assignment and the briefing must be **8-10 minutes** in length. The briefing must address Who, What, When, Where, Why, How, and the significance of the campaign. The grading rubric for your briefings will be in accordance with the Holm Center Form 6, *Briefing Evaluation Sheet* contained within this syllabus.
28. **Exams:** There will be a midterm and a final exam for this course. Both exams are based upon

classroom instruction, assigned readings, and the Cognitive Samples of Behavior (CSOBs) for each lesson. CSOBs are found in your “Cadet Reader” at the beginning of each lesson. The final exam will only cover course material that was not included in the midterm exam.

29. **Extra Credit:** Prepare a two page talking paper on one of the Air Force Chief of Staff’s reading list books worth up to 40 points applied toward the overall total points. Must be coordinated in advance.

**CLASS PARTICIPATION:** Class participation is mandatory. This course is designed around classroom discussion of topics and requires the participation of all members to be successful. Not every individual is or needs to be an extrovert but this class will focus on developing your ability to communicate course materials and contribute to discussions.

**GRADING:**

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

Graded Assignment	Points	Percentage (%)
Writing Assignment I – Medal of Honor Recipient	50 points	10%
Writing Assignment II – Det 155 Alumni Bio & Bullet Paper	50 points	15%
Briefing Assignment I – Impromptu Brief	50 points	10%
Briefing Assignment II – Informative Conflict Brief	50 points	15%
Midterm Exam	100 points	25%
Final Exam	100 points	25%
<b>Total</b>	<b>400 points</b>	<b>100%</b>
<b>Extra Credit</b>	40 points	10%

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

A+	97-100%	C+	77-79%
A	94-96%	C	74-76%
A-	90-93%	C-	70-73%
B+	87-89%	D	65-69%
B	84-86%	F	64% and below
B-	80-83%		

3. **Missed Suspense.** Assignments not completed on time will have **10% deducted** from the maximum possible score **for each day late** (e.g. turned in 1 day late, maximum possible score is 90%). Extensions to assignment due dates are at the discretion of the professor and must be approved in advance.

**ADDITIONAL INFORMATION:**

1. **Office Hours.** 1000 to 1500 hours on Monday, Wednesday, and Friday. Appointments must be made via email. **During official visits wear your uniform AND be prepared to report in.**
2. **Leadership Laboratory:** Wednesday from 0630-0930 hours 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:** 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% PT attendance, unless you have a valid reason to miss PT. Coordinate all absences as detailed in the above attendance policy for AS class. At a minimum each week the detachment will offer PT sessions at the following times:

Day/Time

Tuesday 0630-0730 hours

Thursday 0630-0730 hours

Location

University of Miami, Coral Gables track

University of Miami, Coral Gables track

# AS402 Course Schedule

\*Current as of: 19 Jan 2021 & subject to change\*

Class No.	Date	Lesson Title	CSOBs T-408	Hours
1	26 Jan	Welcome & Course Overview II Base Agencies	Lesson 23 Lesson 24	1 Hour 2 Hour
2	2 Feb	Professional & Unprofessional Relationships Ethical Decision Making Leadership Case Studies I	Lesson 25 Lesson 26 Lesson 41	1 Hr 1 Hr 1 Hr
3	9 Feb	Leadership Case Studies II Leadership, Authority, & Responsibility	Lesson 41 Lesson 27	1 Hr 2 Hr
4	16 Feb	Green Dot Refresher Religious Accommodation Suicide Prevention	Lesson 28 Lesson 29 Lesson 30	1 Hr 1 Hr 1 Hr
5	23 Feb	<b>Impromptu Briefing Due</b> <b>Background Paper Due</b> Midterm Exam Review	N/A N/A Lessons 24-30	3 Hr N/A .5 Hr
6	2 Mar	Military Justice & Case Studies Corrective Supervision & Counseling	Lesson 31-32 Lesson 33	2 Hr 1 Hr
7	9 Mar	<b>Midterm Exam</b> Cyber Security & Risk Management	Lessons 24-31 Lesson 34	2 Hr 1 Hr
8	16 Mar	Blended Retirement System Sexual Assault Prevention & Response	Lesson 35 Lesson 36	1 Hr 2 Hr
9	23 Mar	Airman Comprehensive Assessment Enlisted Evaluation System Officer Evaluation System	Lesson 37 Lesson 38 Lesson 39	1 Hr 1 Hr 1 Hr
10	30 Mar	Bullet Writing Practicum	Lesson 40	3 Hr
11	6 Apr	<b>Bullet Background &amp; Alumni Bio Due</b> Pay, Allowances, & Leave Career Progression	Lesson 42 Lesson 43	1 Hr 2 Hr
12	13 Apr	Your First Officer Assignment The Commission & Oath of Office Final Exam Review	Lesson 44 Lesson 45 Lessons 10-21	1.5 Hr 1 Hr .5 Hr
13	20 Apr	<b>Final Exam</b> <b>Informative Briefing Due</b> <b>Extra Credit Due</b>	Lessons 34-45 N/A N/A	2 Hr 1.0 N/A
N/A	12 May	<b>Spring 2021 Semester Ends</b>	N/A	N/A

Note: All class dates, holidays and final exam schedule are based off the University of Miami Academic Calendar for Spring 2021, therefore your individual college/university calendar may be different particularly if your college/university is a crosstown institution.

**\*\*If you have a class or holiday schedule conflict, please notify the professor ASAP via email\*\***