**AIR FORCE JROTC**

**NC-804**

**COURSE SYLLABUS**

**2023-2024 SY**

# COURSE NAME: Management of the Cadet Corps

The Mission of Air Force JROTC is to develop citizens of character dedicated to serving their nation and community.

**CREDIT HOURS:** One Elective Credit (each semester)

**INSTRUCTOR’S NAMES:**

1. Lt Col Jesse Smith (jessesmith@wcps.org)
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# REQUIRED TEXT AND MATERIALS:

* Leadership Education (LE) 300: Life Skills and Career Opportunities
* DAFPAM 34-1204, Drill and Ceremonies
* Cadet Drill Guide
* Student Workbooks
* Selected Video Tapes
* NC-804 Cadet Guide <https://www.ewafjrotc.com/cadet-guide.html>

# COURSE DESCRIPTION:

# AS 400: Management of the Cadet Corps is hands-on experience that affords cadets the opportunity to put theories of previous leadership courses into practice. Planning, organizing, coordinating, directing, controlling, and decision-making will be done by cadets. They will put into practice their communication, decision-making, personal interaction, managerial, and organizational skills. The course consists of three components: Aerospace Science (20%), Leadership Education (60%), and Wellness/Physical Fitness (20%) Fall semester covers Unit 400a and 400b. String semester covers Units 400c and 400d.

**Leadership Education 300** provides an essential component of leadership education for tod’s high school students. This course it is designed to prepare students for life after high school in the high-tech, globally oriented, and diverse workplace of the 21st-century. century. Students will learn how to save, invest, and spend money wisely, as well as how to avoid credit traps. They learn about real-life issues such as contracts, leases, warranties, legal notices, personal bills, money-saving strategies for grocery shopping, apartment selection, and life with roommates. In addition, students learn how to select a school that is right for them; how to apply for admission to a vocational or technical school, community college, or college/university; and how to succeed in these learning environments. Information is provided on how to conduct the job search for students who wish to enter the workforce right after high school or after additional education and training. skills. The text also provides information on working for the federal government to include careers in the military, aerospace industry, and public service. **During the Fall semester, we cover portions of Chapters 1-4** (see next page for lessons). **During the Spring semester, we will cover portions of Chapters**

**1, 2, 3, 6 and 7.** (see next page for lessons).Additionally, cadets will be taught the fundamentals of Drill and Ceremonies. This portion of the course concentrates on the elements of military drill, and describes individual and group precision movements, procedures for saluting, drill, ceremonies, reviews, parades, and development of the command voice. Students are provided detailed instruction on ceremonial performances and protocol for civilian and military events

**Wellness/Physical Fitness** portion incorporates 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. Cadets will be given the opportunity to put into practice the wellness concepts that are taught in Leadership Education I.

# COURSE OBJECTIVES AND OUTCOMES:

## AS-400: Management of the Cadet Corps (applies to both semesters)

1. Apply theories and techniques learned in previous leadership courses.
2. Analyze how to develop leadership and management competency through participation.
3. Analyze strengthened organizational skills through active incorporation.
4. Evaluate how to develop confidence in ability by exercising decision-making skills.
5. Evaluate Air Force standards, discipline, and conduct.

## LE/Leadership Education & Drill and Ceremonies (applies to both semesters)

**First Semester LE-300: Chapter 1 (L1/3), Chapter 2 (L1), Chapter 3 (L1/3), Chapter 4 (L1)**

1. Analyze the elements of successful financial management skills.
2. Create a plan to safeguard personal resources.
3. Analyze the different ways of pursuing a career path.
4. Analyze the requirements for applying to a college or university.

## Drill

1. Know the importance of drill and ceremonies.
2. Know basic commands and characteristics of command voice.
3. Apply and execute the concepts and principles of basic drill positions and movements.
4. Know when and how to salute.

## Second Semester LE: Chapter 1 (L2), Chapter 2 (L2), Chapter 3 (L2), Chapter 6 (L1/2/3), Chapter 7 (L1)

1. Analyze the elements of successful financial management skills.
2. Evaluate the benefits of working for the Federal Government.
3. Create a plan for successful career development.

## Drill

1. Know the importance of drill and ceremonies.
2. Know basic commands and characteristics of command voice.
3. Apply and execute the concepts and principles of basic drill positions and movements.
4. Know when and how to salute.

## Wellness and Physical Fitness (applies to both semesters)

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

## UNIFORMS:

Students who “opt in” will be issued Air Force JROTC uniforms and unit PT uniform. Students are responsible for any issued items. Students **WILL** wear the Air Force JROTC uniform weekly on designated uniform day (typically Wednesday) and the **issued** PT uniform on PT Day (typically on Friday).

**OFFICE HOURS**: Our standard duty hours are 0800–1530 hours. We are in room A48. We have an open-door policy, and you can come by and discuss anything you need to if we are available.

**GRADING PROCEDURES**: Detailed standards and grading procedures are outlines in the Cadet Guide which is located at <https://www.ewafjrotc.com/cadet-guide.html>. Additional expectations are outlined in the Cadet Contract which is located at <https://www.ewafjrotc.com/parentguardian.html>. Big picture, for nine-week grades, academic scores account for 30% of grade (test, quizzes, classwork, drill, assignments, etc.); uniform inspection scores account for 30% of grade; wellness/PT scores account for 20% of grade, and conduct/participation scores account for the remaining 20% of grade. A final exam is required and counts for 20% of the final grade. The exam will cover information taught over the course of each semester. **HABITUAL NON-WEAR OF THE UNIFORM AND FAILURE TO MAINTAIN STANDARDS AND PROGRAM REQUIREMENTS WILL RESULT IN A FAILING GRADE AND DISMISSAL FROM THE PROGRAM**.

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| --- | --- |
| **Item** | **Weight** |
| **Academic** | **30%** |
| **Uniform Inspection** | **30%** |
| **Wellness/PT** | **20%** |
| **Conduct / Participation** | **20%** |
| **Total** | **100%** |

## Grading Scale:

**Grade Percentage Required**

A 90% and above

B 89% - 80%

C 79% - 70%

D 69% - 60%

F 59% and below

**COMMUNITY SERVICE:** Cadets will have multiple opportunities to perform Air Force JROTC sponsored community service during each semester.

**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. These trips may include trips to base, ROTC units in college, etc. Cadets must be in good academic and disciplinary standing to participate.

**CO-CURRICULAR ACTIVITIES:** Cadets have numerous opportunities to participate in various activities outside the classroom (i.e. Drill Team, Color Guard, Saber Team, Sports Day, etc.). Activities are available after school and on some weekends. Highly recommend participating in these activities to build esprit de corps and to receive full program benefits.

**CELLPHONES:** IAW school policies.

**CLASS BEHAVIOR:** The nature of the AFJROTC mission, as well as its high visibility within the school and community, requires it members to adhere to higher standards than might be found among the student population. **Inappropriate behavior**, in or out of uniform, is prohibited while in participating in AFJROTC. This behavior includes, but is not limited to, consuming alcohol, drug abuse, tobacco use, horseplay, public displays of affection, fighting, disparaging remarks, insubordination, disrespect, verbal threats and physical attacks.

**EXPECTATIONS FOR CADETS**

1. Follow the chain of command (i.e. cadet-element leader – Deputy Flt/CC – Flt/CC –– Sqd/CC – Group/CC – ASI – SASI). **DO NOT GO DIRECTLY TO THE CADET GROUP/CC WITHOUT YOUR FLT/CC WITH YOU.**

2. Always use the titles sir/ma’am when addressing AFJROTC staff and senior ranking cadets.

3. Be on time. Don’t be late to class, scheduled events, practices, etc.

4. Always bring your required items to class (notebook, pen/pencil, textbook, etc).

5. Wear the correct uniform on the appropriate day.

6. Place personal belongings under your desk – nothing in the aisle.

7. Raise your hand and wait to be acknowledged; do not talk without permission.

8. Listen respectively and attentively to the speaker/presenter or fellow cadets when they are speaking.

9. Treat others with mutual respect. Profanity, vulgar language, racial or ethnic slurs, derogatory comments, sexual harassment, or harassment of any fellow cadet or student will not be tolerated.

10. Remain in your seat unless given permission to move about the room

11. Remain professional; do not sit on desks, tables, trash cans, etc.

12. Unauthorized personnel are not allowed in the staff offices.

13. Always use the trash can to dispose of trash. If you see trash on the floor, clean it up.

14. No eating, drinking and **ABSOLUTELY** no **CHEWING GUM** in the classroom.

15. Wearing hats or sunglasses indoors is prohibited.

16. Maintain loyalty to the Corps, school, and your values.

17. No horseplay in the AFJROTC areas.

18. Maintain self-control and your self-respect at all times.

19. Do not disrespect instructors, higher-ranking cadet officers and NCOs.

**OBSERVE CLASS PROTOCOL**: It is an Air Force custom to stand at attention when a ranking officer enters or leaves a room. We will observe this custom in the AFJROTC class. Unless directed otherwise, the first cadet viewing the instructor or ranking officer enter the room will call the class to attention. Additionally, you are required to wear your uniform to class on Wednesday all day. Cadets are expected to always maintain a high standard of dress and appearance while in uniform. Wear the uniform in a manner that emphasizes pride and keep your personal appearance above reproach (i.e. haircuts, weight standards, etc.).

**CLASSROOM PROCEDURES**: IAW Cadet Guide, chapter 6.

# WHAT YOU CAN EXPECT FROM US:

1. **HELP**: BOTTOM LINE, we want you to succeed. Stop in and see us if you have questions on the material or the Air Force.
2. **STRAIGHT ANSWERS**: The Air Force is a great way of life full of exciting opportunities. Hopefully, you will continue in Air Force JROTC. We will do everything we can to help you. You will be given every opportunity and all the assistance available in order for you to succeed.