

PELLISSIPPI STATE TECHNICAL COMMUNITY COLLEGE  
MASTER SYLLABUS

**LEADERSHIP LABORATORY I**  
**MSAF 1030**

**Class Hours: 0.0**

**Credit Hours: 1.0**

**Laboratory Hours: 2.0**

**Date Revised: Fall 08**

**Catalog Course Description:**

Leadership Laboratory includes a study of Air Force customs and courtesies, drills and ceremonies, and giving military commands; instructing, correcting, and evaluating the preceding skills; studying the environment of an Air Force officer; and learning about opportunities available to commissioned officers.

**Entry Level Standards:**

Student must consult with Captain James Evans prior to enrollment (974-3041).

**Corequisites:**

MSAF 1010

**Textbook(s) and Other Course Materials:**

TBA

**I. Week/Unit/Topic Basis:**

<b>Week</b>	<b>Topic</b>
1	Introduction to the ATG
2	Introduction to Customs and Courtesies
3	Uniform and Personal Appearance
4	Motivational Activities
5	Grade Structure and Chain of Command
6	Honor Code
7	Weight and Fitness Program
8	The Flag
9	The Dining In/Out
10	GLPs
11	Drill Orientation

- 12 Drill Positions and Movements
- 13 Parade and Retreat Participation
- 14 Unit Formal Awards Ceremony
- 15 Environment of the Air Force Officer
- 16 Final Exam Period

**II. Course Objectives\*:**

- A. Discuss Air Force customs and courtesies as well as drill and ceremonies. II.2, II.3, III.2
- B. Explain the conditions of issuing military commands (instructing, correcting, and evaluating the preceding skills). II.2, II.3, III.2
- C. Discuss the environment of an Air Force Officer. II.2, II.3, III.2
- D. Discuss opportunities available to commissioned officers. II.2, II.3, III.2

\*Roman numerals after course objectives reference goals of the university parallel program.

**III. Instructional Processes\*:**

Students will:

- 1. Develop a vocabulary that allows them to communicate more effectively with military personnel. *Communication Outcome, Transitional Strategy*
- 2. Participate in lecture and field activities which develop teamwork, problem solving and information analysis. *Information Literacy Outcome, Problem Solving and Decision Making Outcome, Active Learning Strategy*
- 3. Listen to lectures, read text and handouts on topics regarding military history, safety, equipment, and terminology. *Communication Outcome, Problem Solving and Decision Making Outcome, Information Literacy Outcome, Personal Development Outcome*
- 4. Practice the elements of work ethic such as punctuality, professionalism, dependability, cooperation and contribution. *Personal Development Outcome*

\*Strategies and outcomes listed after instructional processes reference Pellissippi State' s goals for strengthening general education knowledge and skills, connecting coursework to experiences beyond the classroom, and encouraging students to take active and responsible roles in the educational process.

**IV. Expectations for Student Performance\*:**

Upon successful completion of this course, the student should be able to:

- 1. Know the principles of the AFOATS training guide. C
- 2. Know Air Force customs and courtesies. A
- 3. Know Air Force dress and grooming standards. A
- 4. Know the Air Force and AFROTC grade structure and insignia. A

5. Know the Air Force and AFROTC chain of command. A
6. Know the AFROTC honor code. A
7. Know the AFROTC weight and fitness standards. A
8. Know the courtesies and procedures associated with the U.S flag. A
9. Know individual and flight positions. B
10. Know individual and flight drill movements. B
11. Know effective followership skills. D
12. Know the benefits of teamwork and communication. C
13. Demonstrate individual and flight drill movementsB
14. Know the environment of an Air Force Officer. C
15. Demonstrate guidon procedures. B
16. Demonstrate flag raising and lowering procedures for reveille and retreat. A
17. Meet required AFROTC weight and fitness standards. A
18. Apply Air Force customs and courtesies. D
19. Apply Air Force dress and grooming standards. D
20. Participate in a unit formal dinner. D
21. Participate in a unit formal reveille and retreat. A
22. Participate in a unit parade. D
23. Participate in a unit formal awards ceremony. D

\*Letters after performance expectations reference the course objectives listed above.

## **V. Evaluation:**

Evaluation Procedures:

As a minimum, each student must satisfy two requirements in order to receive a passing grade for Lab. First, all students must attend a minimum of 70 percent of scheduled Lab classes or make-up activities. Secondly, all students must meet the physical fitness requirement IAW AFROTCI 36-2007, The Air Force ROTC Weight and Fitness Program. For example, everyone, including non-contract cadets, must attempt a PFT each fall and spring term unless excused for medical reasons with a doctor' s confirmation. Lab will be graded on a pass/fail basis only and does not affect your lecture course grade. However, your performance will be a significant factor in determining your eligibility for scholarships, awards, and future corps positions.

## VI. Policies:

### A. Attendance Policy:

Lab is designed to prepare cadets for active duty and is considered a mandatory formation. You must attend a minimum of 70 percent of scheduled Lab classes or make-up activities. This means you must attend at least 11 of the 16 Labs scheduled during the semester. A cadet not meeting this attendance requirement will fail Lab. Lab is the only mandatory training event where the 70 percent attendance policy applies; base visits, orientation flights, etc. are strictly voluntary and do not affect your grade in Lab or lecture. Exceptions to this policy are the official PFT, one parade, one retreat or reveille ceremony, one formal awards ceremony, and one formal dinner per academic year. Activities specifically required by other AFROTC instructions are also exempt. Make-up Lab (MLLab) is available for cadets unable to attend the Tuesday' s Lab due to a class conflict or an excused absence. Cadets with a class conflict must see the COC at the beginning of the semester to enroll in the MLLab. Cadets unable to attend Tuesday' s Lab must attend the corresponding MLLab to make up missed training. MLLab will be authorized sparingly on a case-by-case basis, and not as a routine substitute for attendance at Tuesday' s LLab. All absences from Lab or MLLab must be approved by the COC. It is your responsibility to find out the time and location of the MLLab that you need to attend and obtain an admittance letter from the COC – no exceptions. If you are absent from either Lab, you must complete the Student Absentee Form and submit through your Squadron Commander to the COC.

### B. Academic Dishonesty:

Honor Code: All AFROTC cadets are expected to live up to an honor code, which simply states, “ We will not lie, cheat, or steal, nor tolerate among us those who do.” We expect everyone adhere to that credo.

### C. Other Policies:

Uniform Wear: You are required to wear the Uniform of the Day as specified in the Lab Operations Orders to all academic activities on the day of Lab (Exceptions for required Chemistry labs etc. must be approved by the COC). Proper care and wear of your uniform makes a great impression and reflects highly upon your approach to your future as an officer. Incoming students need to see SSgt Fultz in Room 215 as soon as possible to be measured for a uniform. Until your uniform arrives, wear a collared shirt and dress pants to all Lab sessions.

Decorum: Since the overall purpose of LLab is to prepare you for your Air Force career, certain customs and courtesies must be observed.

A) Military bearing and behavior will be observed at all times.

B) Proper military courtesy will be shown when reporting to cadet supervisors and cadre officers. Don' t forget your reporting procedures.

C) Cadets in uniform will salute all commissioned and senior cadet officers when outdoors as dictated by Air Force Instructions.

D) Detachment NCOs will be addressed as “ sergeant” and their last names. You will address each other as Mr./Ms./Miss. or Cadet followed by last name. If you are out of uniform and not in a military environment, first names may be used – use good judgment.

E) If sitting, you will stand when addressed by a commissioned or senior cadet officer.

F) All cadets will be treated with the proper respect and courtesy due to all Air Force members. No one, by virtue of grade or position, will take undue advantage or inflict cruelty on subordinates, including hazing, indignity, oppression, discrimination, or deprivation of any right. Additionally, fraternization that affects good order and discipline in the Cadet Wing will not be tolerated.

BOTTOM LINE: You are a vital part of the success of the Lab program regardless of your

experience or position within the cadet wing. Constantly strive to improve not only yourself but also the way we conduct our valuable training. We encourage you to be responsible and use your chain of command to suggest quality improvements. You have a vested interest in your successful preparation for active duty. There are many activities that you can become involved in while you are in ROTC and at UTK, but in order to become an Air Force officer you must first complete your education. Have fun, stay focused on school, and strive to prepare yourself for the many challenges ahead.