

PELLISSIPPI STATE COMMUNITY COLLEGE  
MASTER SYLLABUS

**LEADERSHIP LABORATORY I  
MSAF 1030**

**Class Hours: 0.0**

**Credit Hours: 1.0**

**Laboratory Hours:  
2.0**

**Date Revised: Sp 2011**

**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 Air Force ROTC at UTK prior to enrollment (974-3041).

**Corequisites:**

MSAF 1010 Air Force Today I

**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 Drill Positions and Movements

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

## **II. Course Goals\*:**

The course will:

- A. Provide first-year cadets and informative and motivational program designed to recruit, retain, and familiarize cadets with the Air Force way of life and foster leadership, followership, teamwork and esprit de corps. II.2, II.3, III.2
- B. Provide cadets scheduled to attend field training with the mental and physical skills needed to succeed in the AFROTC field training environment. II.2, II.3, III.2
- C. Provide cadets returning from field training sufficient opportunities to demonstrate and develop the leadership and management skills needed to successfully function as an active duty officer. II.2, II.3, III.2
- D. Provide cadets to be commissioned additional opportunities to adequately prepare to transition from the ROTC environment to active duty. II.2, II.3, III.2

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

## **III. Expected Student Learning Outcomes\*:**

The student will be able to:

- 1. Memorize the Air Force and AFROTC grade structure and insignia. A
- 2. Know the Air Force and AFROTC chain of command. A
- 3. Know the AFROTC honor code. A
- 4. Apply proper courtesies and procedures associated with the U. S. flag. B
- 5. Apply individual and flight drill positions. C
- 6. Demonstrate individual and flight drill movements. B
- 7. Apply effective followership and teamwork skills. D
- 8. Recognize the environment of an Air Force Officer. C
- 9. Demonstrate correct guidon procedures during cadet drill, ceremonies, practice and official functions. B
- 10. Apply the principles of advanced individual and flight drill movements. C
- 11. Apply the skills needed to be an effective flight commander. D
- 12. Know road guard procedures. C

13. Apply proper individual drill evaluation (IDE) procedures. C
14. Recall proper dorm maintenance procedures and requirements. C
15. State the mental, physical and administrative requirements of Field Training. C
16. Apply proper open ranks inspection procedures. A
17. Recall the key personnel parade procedures. A
18. Memorize Field Training (FT) decorum. A
19. Apply learned information during esprit de corps activities. C
20. Comprehend the principles of the Holm Center Training Manual (HCTM). A
21. Demonstrate leadership and followership skills through a cadet mentor program. C
22. Recite the principles of Air Force Health and Wellness. A
23. Perform proper Air Force customs and courtesies. A
24. Practice proper Air Force dress and grooming standards. A
25. Know the proper procedures and history behind the Air Force Dining-In/Out. A
26. Comprehend how to effectively execute all functions associated with the reveille (flag-raising) ceremony, retreat ceremony, and parade. C
27. Apply the AFROTC Awards and Decorations program in a formal awards ceremony. C
28. Apply leadership and management skills in supervising the cadet corps through advanced leadership experiences. C
29. Practice proper feedback and performance evaluation skills. C
30. Comprehend topics of importance to cadets about to enter active duty. D
31. Apply leadership, management and problem-solving skills in special projects/positions. C
32. Comprehend issues and topics given in a Commander's Call environment. C
33. Participate in Physical Training. B
34. Comprehend the Expeditionary Requirements of Field Training. D

#### **IV. Evaluation:**

##### Evaluation Procedures:

As a minimum, each student must satisfy three requirements in order to receive a passing grade for Lab. First, all students must attend a minimum of 80 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.

## **V. Policies:**

### **A. Attendance Policy:**

Pellissippi State expects students to attend all scheduled instructional activities. As a minimum, students in all courses (excluding distance learning courses) must be present for at least 75 percent of their scheduled class and laboratory meetings in order to receive credit for the course. Individual departments/programs/disciplines, with the approval of the vice president of Academic Affairs, may have requirements that are more stringent. In very specific circumstances, an appeal of the policy may be addressed to the head of the department in which the course was taken. If further action is warranted, the appeal may be addressed to the vice president of Academic Affairs.

### **B. Academic Dishonesty:**

Academic misconduct committed either directly or indirectly by an individual or group is subject to disciplinary action. Prohibited activities include but are not limited to the following practices:

- Cheating, including but not limited to unauthorized assistance from material, people, or devices when taking a test, quiz, or examination; writing papers or reports; solving problems; or completing academic assignments.
- Plagiarism, including but not limited to paraphrasing, summarizing, or directly quoting published or unpublished work of another person, including online or computerized services, without proper documentation of the original source.
- Purchasing or otherwise obtaining prewritten essays, research papers, or materials prepared by another person or agency that sells term papers or other academic materials to be presented as one's own work.
- Taking an exam for another student.
- Providing others with information and/or answers regarding exams, quizzes, homework or other classroom assignments unless explicitly authorized by the instructor.
- Any of the above occurring within the Web or distance learning environment.

### **C. Accommodations for Disabilities:**

Students who need accommodations because of a disability, have emergency medical information to share, or need special arrangements in case the building must be evacuated should inform the instructor immediately, privately after class or in her or his office. Students must present a current accommodation plan from a staff member in Services for Students with Disabilities (SSWD) in order to receive accommodations in this course. Services for Students with Disabilities may be contacted by going to Goins 127, 132, 134, 135, 131 or by phone: 539-7153 or TTY 694-6429. More information is available at <http://www.pstcc.edu/sswd/>.

### **D. 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.

Lab is designed to prepare cadets for active duty and is considered a mandatory formation. You must attend a minimum of 80 percent of scheduled Lab classes or make-up activities. This means you must attend at least 12 of the 15 Labs scheduled during the semester. A cadet not meeting this attendance requirement will fail Lab. Lab is the only mandatory training event where the 80 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.