Heritage and Values

AS1B Syllabus

Winter Quarter 2019

UCLA

AFROTC DET 055
1. **Instructor:**
   Name: Major Jonathan Liscombe, Assistant Professor of Aerospace Studies  
   Office: Student Activities Center (SAC) 226  
   Office phone: (310) 825-9758  
   E-Mail: liscombe@ucla.edu

2. **Class Time, Location, and Credit:**
   a. Section 1: Friday, 1200-1250  
      SAC 215  
      1.0 hour/2 units
   b. Section 2: Tuesday, 0900-0950  
      SAC 215  
      1.0 hour/2 units
   c. Official university enrollment is required to attend class. Those not enrolled by week three will not be allowed to attend class without an official memorandum providing a valid explanation for lack of enrollment. Failure to pay any university fees associated with the class will result in a failing grade.

3. **Course Description:** This course provides an introduction to the Air Force, hopefully encouraging students to pursue an AF career or at least seek additional information to be better informed about the role of the USAF. The course allows students to examine general aspects of the Department of the Air Force, AF Leadership, Air Force benefits, and opportunities for AF officers. The course also lays the foundation for becoming an Airman by outlining our heritage and values. As a foundational course, AS100 also provides a historical perspective such as lessons on war and US military, AF operations, principles of war, and airpower (see the complete lesson list below). As a whole, this course provides students with a knowledge-level understanding for the employment of air and space power, from an institutional, doctrinal, and historical perspective. The students will be introduced to the Air Force way of life and gain knowledge on what it means to be an Airman.

4. **Course Objectives:**
   a) Know the structure and opportunities in AFROTC  
   b) Know, demonstrate, and apply Air Force dress and appearance standards  
   c) Know the fundamental customs and courtesies practiced in the Air Force  
   d) Know the major historical events, leaders, and milestones that contributed to the development of the USAF  
   e) Know how the Air Force is organized and how it prepares for war

5. **Course Text Books**
   a) T-107, AS100 Heritage and Values  
   b) Air Force Handbook (AFH) 33-337, The Tongue and Quill (Certified 27 July 2016)
6. **Course Web Site:**
Information about the class and assignments will be posted on the course web page at:

https://moodle2.sscnet.ucla.edu/course/view/19W-AEROST1B-1

Student Readings, Supplemental Readings, and all other AS 100 cadet course materials can be found at the Holm Center AS 100 Cadet Materials page.

USAF publications and forms are located at: [http://www.e-publishing.af.mil](http://www.e-publishing.af.mil).

7. **Grading Criteria**

   a) **Letter Grades:** Your grade in this class is based on your performance. You **must** achieve a grade of “C-” or better in your Air Force courses to maintain academic retention standards and remain in AFROTC. Your grade in this course is based on the following scale:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>93 - 100 %</td>
</tr>
<tr>
<td>A-</td>
<td>90 - 92.9 %</td>
</tr>
<tr>
<td>B+</td>
<td>87 - 89.9 %</td>
</tr>
<tr>
<td>B</td>
<td>80 - 82.9 %</td>
</tr>
<tr>
<td>B-</td>
<td>77 - 79.9 %</td>
</tr>
<tr>
<td>C</td>
<td>73 - 76.9 %</td>
</tr>
<tr>
<td>C-</td>
<td>70 - 72.9 %</td>
</tr>
<tr>
<td>D+</td>
<td>67 - 69.9 %</td>
</tr>
<tr>
<td>D</td>
<td>60 - 62.9 %</td>
</tr>
<tr>
<td>F</td>
<td>59.9% and below</td>
</tr>
</tbody>
</table>

   b) **Assignment weighting:** Student assignments and exams will be individually graded and combined using the following weights to determine the final course grade.

<table>
<thead>
<tr>
<th>Activity</th>
<th>(% of overall grade)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class Participation</td>
<td>10%</td>
</tr>
<tr>
<td>Quiz</td>
<td>20%</td>
</tr>
<tr>
<td>Written Assignment</td>
<td>20%</td>
</tr>
<tr>
<td>Oral Presentation</td>
<td>20%</td>
</tr>
<tr>
<td>Final Exam</td>
<td>30%</td>
</tr>
<tr>
<td>Total</td>
<td>100%</td>
</tr>
</tbody>
</table>

   c) **Missed/Late assignments:**

   a. If you miss a quiz, exam, or paper turn-in due to an unexcused absence, expect to receive a grade of zero for that graded event.

   b. Turn-in of assignments missed due to an excused absence will be coordinated with the instructor before the due date if possible. Student failure to make arrangements for turn-in of missed assignments within one week of the excused absence will result in a zero grade for the assignment.
c. Late assignments will be deducted one grade step per day late (from an A to an A-, A- to B+, etc.). Assignments will be considered a day late if they are not turned in at the beginning of the class period during which they are due.

8. **Class Participation/Attendance:**

   a. Students are expected to come prepared for class and actively participate in class discussions. To receive maximum credit, cadets must attend all classes (or make up legitimate excused absences) as well as participate by volunteering answers and opinions during discussion. Active participation makes the class more enjoyable and enhances learning!

   b. Each class session will begin with a discussion of current events relating to political and military issues. All students are expected to come to class prepared to discuss at least two separate topics from recent news items.

9. **Quiz/Final Exam:**

   a. The questions on the quiz/final exam may consist of multiple choice, fill-in-the-blank, matching, or true/false questions. Quiz and test questions are based on the Samples of Behavior (SOBs) covered in the textbook reading or presented in class.

   b. The final examination is comprehensive and given during finals week. If you can correctly respond to the SOBs by studying the material presented in the class slides (posted on the class website) and in your reading assignments, you should do well on the quizzes and final exam.

10. **Written Assignment:** Each student will be required to complete a Bullet Background Paper (BBP). The BBP will be no more than 1 page, single space, size 12 Times New Roman Font, and will follow formatting rules according to Air Force Writing Standards in AFH 33-337, *The Tongue and Quill*. The topic for your BBP will be an Air Force base of your choice. Your focus should be on following format and learning one of the many forms of Air Force styles of writing. This assignment will be due lesson/week 8.

**NOTE ABOUT PLAGIARISM:**

i. Plagiarism is a serious offense. According to UCLA Student Conduct Code 102.01c: Plagiarism includes, but is not limited to, the use of another’s words or ideas as if they were one’s own; including, but not limited to representing, either with the intent to deceive or by the omission of the true source, part of or an entire work produced by someone other than the student, obtained by purchase or otherwise, as the student’s original work; or, representing the identifiable but altered ideas, data or writing of another person as if those ideas, data or writing were the student’s original work.
ii. The penalty for plagiarism in this course is: (1) assignment of zero credit for the entire assignment containing plagiarized material; (2) reporting of the matter to the Dean of Students; and, (3) (for AFROTC cadets) investigation for disenrollment from the program.

11. **Oral Presentation (Prepared Speech):** You will be required to present a 2-3 minute briefing on an Air Force Base of your choice during weeks 8 and 9. The briefing order will be randomly selected by the instructor.

12. **Reading Assignments:** There will be varied outside reading assignments throughout the course. Reading the assigned material is important for comprehension and understanding of the SOBs and other course material, as well as crucial for doing well on quizzes and the final exam.

13. **Classroom Conduct:**

   a) **Attendance:** Regular class attendance is mandatory. See Table 1 for the class schedule.

   i. An excused absence is defined as an absence that was coordinated and approved by the instructor in advance or an absence due to an unexpected, unavoidable or unusual circumstance. Students may coordinate excused absences in advance by contacting the instructor, but the absence will not be excused until the instructor explicitly says so. Students wishing to excuse an absence after the fact must prepare a memorandum explaining the absence and why it should be excused. Absences not explained within one week become unexcused.

   ii. **AFROTC Cadets only:** Regardless of your academic performance, you will not receive a passing grade unless you attend 80 percent of the scheduled classes.

   iii. All students: Unexcused absences will be reflected in attendance and participation grades.

   b) **Timeliness:** I expect each student to be seated and ready to start the lesson at the time class is scheduled to begin. Tardiness disrupts your learning process and that of other students who were on-time. Be considerate of others and strive to arrive on time; however, it is better to be late than absent. Habitual tardiness will be reflected on attendance and participation grades.

   c) **Food and drinks:** Only drinks with a lid will be permitted in the classroom. No food will be permitted in the classroom as students should have adequate time to eat before or after class.

   d) **Academic freedom:** The class will observe a non-attribution policy for all students, the instructor, and any guests. This policy does not relieve military members and cadets from responsibilities associated with proper respect to authority and the chain of command.
14. **Conduct for Cadets:** (Applies to AFROTC Cadets only)

a) **Military Protocol:** Learning military protocol is a goal of AFROTC; therefore, we will use it in the classroom. Use the following guidelines for military protocol in class:

i) Calling the class to attention: It is standard military custom to rise to attention whenever a senior officer enters a room. The first person to see that senior officer entering should announce in a loud voice “Room attention!” (Pronounced “Room tench-hut!”) When the senior officer replies “at ease” or “carry on” you may take a seat.

ii) If an officer of higher rank enters or leaves the classroom while the instructor is present, call the class to attention. Remain standing at attention until the officer directs you otherwise.

iii) The instructor will select a class leader. The class leader will be responsible for military courtesies extended to the instructor and/or guests, completing an attendance sheet each class period, and ensuring that the classroom is left in proper order.

iv) Due to the varying locations of classrooms, it is possible that the instructor may be present in the classroom as students arrive. In this case, when the instructor advises the class leader that the class will begin, the class leader will call the class to attention (civilian students may remain seated) and report in, “Sir/Ma’am, class reports ready for instruction.” When instruction is complete, the instructor will advise the class leader to prepare for dismissal. The class leader will call the class to attention and the instructor will dismiss the class.

v) Contributing in class: You are not required to stand when contributing to class discussions; however, you should use the words "sir" or "ma'am"—or the officer's rank—anytime you speak directly to an officer.

vi) None of this protocol should inhibit free discussion and exchange of ideas in the classroom or on the job. Military protocol simply recognizes the position of the senior officer. It does not imply that everything that officer says is always “correct” or that you must adopt the officer’s ideas.

b) **Military students:** You are required to wear the military uniform to class (once issued). Compliance with the dress and grooming standards in AFI 36-2903 (Military Dress and Appearance) and the AFROTC supplement is mandatory. Cadets may be dismissed from class with an unexcused absence if they do not meet Air Force grooming standards and appearance.

c) **Term Counseling:** AFROTC cadets must meet at least once each term for a mandatory counseling and records review. Cadets should contact me in person or send me an e-mail requesting a date and time for your counseling and records review. Please sign-up early as the records review needs to be completed as soon as possible. Once scheduled, the appointment is a military formation, and you must wear your uniform to the term counseling.
session. Any need to cancel or reschedule should be coordinated with me at least one day in advance of the appointment. **Any** student in the course may make a counseling appointment to discuss this course, or personal and/or general academic concerns.

d) **Chain-of-Command**: Use the cadet corps chain-of-command to address cadet corps issues. Please feel free to contact me to discuss academics or almost anything else. However, if a matter is cadet corps related I will refer you to the cadet corps chain-of-command.

15. **Academics**: Academics are your #1 priority. If you are having trouble, be proactive – come see me before it’s too late!

16. **Discrimination and Sexual Harassment**: Discrimination and sexual harassment will not be tolerated by the Air Force, Detachment, or University. If you feel you are being discriminated against or sexually harassed, contact any member of the cadre.
### Table 1: UCLA Winter 19 AS1B CLASS SCHEDULE

**Classes are 50 minutes each.** Students are expected to complete the assigned reading before coming to class.

<table>
<thead>
<tr>
<th>WEEK</th>
<th>SUBJECT/ACTIVITY</th>
<th>READING</th>
<th>Assignment Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>8 &amp; 11 Jan</td>
<td>Welcome &amp; Course Overview/</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>15 &amp; 18 Jan</td>
<td>Introduction to Leadership</td>
<td>Lesson 11</td>
</tr>
<tr>
<td>3</td>
<td>22 &amp; 25 Jan</td>
<td>Heritage Series</td>
<td>Lesson 12</td>
</tr>
<tr>
<td>4</td>
<td>29 Jan &amp; 1 Feb</td>
<td>The Air Force and Social Media</td>
<td>Lesson 14</td>
</tr>
<tr>
<td>5</td>
<td>5 &amp; 8 Feb</td>
<td>The Evolution of the Air Force</td>
<td>Lesson 15</td>
</tr>
<tr>
<td>6</td>
<td>12 &amp; 15 Feb</td>
<td>The Evolution of the Air Force</td>
<td>Lesson 15</td>
</tr>
<tr>
<td>7</td>
<td>19 &amp; 22 Feb</td>
<td>Department of the Air Force</td>
<td>Lesson 19</td>
</tr>
<tr>
<td>8</td>
<td>26 Feb &amp; 1 Mar</td>
<td>Air Force Base Briefings</td>
<td>N/A</td>
</tr>
<tr>
<td>9</td>
<td>5 &amp; 8 Mar</td>
<td>Air Force Base Briefings</td>
<td>N/A</td>
</tr>
<tr>
<td>10</td>
<td>12 &amp; 15 Mar</td>
<td>Final Exam</td>
<td></td>
</tr>
</tbody>
</table>