



**FOUNDATIONS OF THE  
UNITED STATES AIR FORCE  
ARSC 100  
Fall 2008**



**Capt Tina Carlsen**

MEMORANDUM FOR ALL ARSC 100 STUDENTS

2 Sept 08

FROM: AFROTC Det 330 (Capt Tina Carlsen)

SUBJECT: ARSC 100 Syllabus

1. Welcome to ARSC 100! This course is designed to be interesting, fun and meaningful whether you become an Air Force Officer or are a civilian.

**OFFICE HOURS:** Monday to Friday, 0700 - 1600 by appointment. Rm. 2116 Cole Field House

**E-MAIL:** tcarlsen@umd.edu

**PHONE:** (301) 314-7649

**COURSE SESSIONS:** Section 0101: Tu 1000-1050 Cole 3109

Section 0102: Th 1000-1050 Cole 3109

Section 0103: Th 1300-1350 Cole 3109

2. **READ THIS ENTIRE LETTER AND KEEP IT FOR FUTURE REFERENCE.** It contains information vital for your success in class.

3. **COURSE OBJECTIVES:** The ARSC 100 student should

- A. Know the organizational structure and purpose of ROTC.
- B. Know the standard for Air Force dress and appearance, and customs & courtesies.
- C. Become acquainted with Air Force history and heritage.
- D. Know the basic organizational structure of the Department of the Air Force.
- E. Know the basic characteristics of war and what the AF brings to the fight.
- F. Know the officer career opportunities, benefits, and installations available in the Air Force.

4. **GENERAL COURSE INFORMATION**

A. Lesson Objectives: Each lesson has a specific Lesson Objective (LO) and associated Samples of Behavior (SOB). LOs and SOBs for each lesson can be found in the textbook, *The Foundation of the USAF*. **Exam questions will be derived from the SOBs and will consist of material from the textbook and lectures. If you can answer each of the SOBs, you will have no problem with the test.**

B. Textbook: T-106 The Foundations of the United States Air Force

C. Schedule: The full term schedule can be found in attachment 3.

5. **CLASSROOM PROCEDURES:** Classroom procedures are listed in attachment 1.
6. **CLASS LEADER:** A class leader for the upcoming week will be appointed at the end of class. The class leader's duties are listed in attachment 2.
7. **ATTENDANCE.** Attendance and punctuality in class are mandatory and expected. I will begin class promptly on the hour. If you are late to class, enter quietly, take the first available seat and be prepared to stay after class to explain why you are late. **Students must attend a minimum of 80% of their aerospace studies classes to pass the course. This includes excused and unexcused absences.** If you miss more than 20% of the scheduled classes, you will receive an "F" for the course grade.
- A. An excused absence may be requested by submitting a typed, military letter to me 1 week prior to an anticipated absence or 1 week after an illness. Regardless, a letter explaining the absence is due no later than the class period following your absence.
- B. Two unexcused absences will result in formal counseling. Three unexcused absences will result in counseling from the detachment commander. **Four unexcused absences will result in failing the course and disenrollment from AFROTC.**
- C. It is the student's responsibility to inform the instructor of any intended absences for religious observances in advance.
- D. If the university is closed due to inclement weather or any other emergency, classes will not meet. The instructor will work with students to make up the information.
8. **SPECIAL NEEDS.** Any student with special needs should bring this to my attention as soon as possible, but not later than the second week of class
9. **ACADEMIC INTEGRITY:** The University of Maryland, College Park has a nationally recognized Code of Academic Integrity, administered by the Student Honor Council. This Code sets standards for academic integrity at Maryland for all undergraduate and graduate students. As a student you are responsible for upholding these standards for this course. It is very important for you to be aware of the consequences of cheating, fabrication, facilitation, and plagiarism. For more information on the Code of Academic Integrity or the Student Honor Council, please visit <http://www.shc.umd.edu>. To further exhibit your commitment to academic integrity, remember to sign the Honor Pledge on all examinations and assignments: "*I pledge on my honor that I have not given or received any unauthorized assistance on this examination (assignment).*"
10. **GRADES.** Each assignment of the below assignments is graded on a 100 point scale.
- A. **CLASS PARTICIPATION:** All cadets/students are expected to complete all reading assignments prior to class and be able to comfortably discuss the lesson.
- B. **GRADED MEMO:** Based on a handout I'll give in class, I'll provide you a scenario to write an official memorandum. Memos will be graded for grammar, brevity, and task accomplishment. The deadline for this assignment is **14 Oct**. Late papers are scored ZERO.
- C. **EXAMS:** There will be a midterm and a final exam. The tests will consist of multiple choice questions. Questions will come from the SOBs, text and classroom instruction. You are responsible

for all the material in your textbook whether it is cover in class or not. Make-up exams are allowed only under exceptional circumstances and at the discretion of Capt Carlsen.

D. GRADES: Each assignment will be graded on a 100 point scale.

Area	Maximum Points
Class Participation	10
Graded Memo	20
Mid-term	35
Final	35
Total	100

Your course grade will be determined from the total points earned as follows:

Percentage	Grade
90% – 100%	A
80% – 89.9%	B
70% – 79.9%	C
60% – 69.9%	D
Below 60%	F

**Note:** A grade of "C" or better is required for cadets to continue in AFROTC.

11. COUNSELING. All cadets must attend a term counseling with me by 25 Sept. I will bring a sign-up sheet to class. Punctuality is essential to military operations and your counseling session is no exception. If you cannot make your scheduled counseling session notify me prior to the appointment.

12. COMMUNICATION. Please provide me with a valid e-mail address so I can contact you in case of emergency or changes to course schedules. A valid e-mail address is one you check at least once a day. If there are any changes to your contact information during the semester, please let me know.

13. FORM 48: All cadets must turn in a Form 48 by the mid-term exam. You will not receive a mid-term without a complete Form 48.

14. ACADEMIC FREEDOM: Air University Instruction 36-2308 establishes AU's policy on academic freedom. It applies to all Air University schools and colleges, including AFROTC detachments. The free exchange of opinions and ideas is essential to the educational process and, to the greatest extent possible, faculty, students, and staff are encouraged to speak and write freely. Even in this academic setting, however, the importance of the University's military mission requires limits on some types of expression. The following restrictions apply IAW Articles 88 and 89 of the UCMJ. Commissioned officers, officer trainees, and cadets may not use contemptuous words toward the President, Vice President, Congress, the Secretary of Defense, Secretary of the Air Force and others. In addition military members may not make

disrespectful remarks about superior commissioned officers. Faculty, students and staff members should make every effort to indicate clearly that the opinions they express are personal to the member, and do not represent the official views of their organization, AU, USAF, the US government, or any other government or academic community.

15. EVALUATIONS: All students will complete an AFROTC end of course survey at the end of the semester so that we can continue to improve our courses. UMCP students are also encouraged to use the new campus-wide online course evaluation system, CourseEvalUM. That system will be open for UMCP students to complete their evaluations for Fall 2008 courses between Tuesday, December 2, and Sunday, December 14. Students can go directly to the website ([www.courseevalum.umd.edu](http://www.courseevalum.umd.edu)) to complete their evaluations, beginning December 2.

16. I may modify this syllabus at any time during the semester. When updates occur, I will notify the class.

TINA M. CARLSEN, Capt, USAF  
Education Officer/AFROTC Instructor

Attach

1. Classroom Procedures/Class Leader Duties
2. Student Information Sheet
3. Semester Schedule

## Attachment 1

### **CLASSROOM PROCEDURES**

- Call the room to attention when the instructor or another commissioned officer enters the room. Do not call the room to attention if class is in session or the instructor is in the room.
- Abide by all cadet dress and grooming standards
- Call the room to attention when a military member of higher grade to anyone in the room enters or leaves the classroom. DO NOT do this while class is in session.
- Do not smoke, eat noisily or show lack of attention. You may not sleep in the classroom. All cell phones, pagers and electronic recording devices will be turned off during class time.

### **CLASS LEADER DUTIES**

- Before the instructor enters the classroom
  - Retrieve the class roster and book room key from instructor
  - Set up and turn one of the A/V carts in the classroom (be sure to safeguard equipment)
  - Take and record attendance on the roster
  - Name the class leader for the following week
- As the instructor enters the classroom
  - Call the room to attention
- At the end of class
  - Call the room to attention for dismissal and request permission for the class to be dismissed
  - Ensure the classroom is orderly and no papers, books, covers, etc. are left behind



**ARSC 100, Section 0101 (Tuesdays)**  
**FALL 2008 SCHEDULE**

<b>Lesson</b>	<b>Class Dates</b>	<b>Subject</b>
1	2 Sep	Welcome and Course Overview
2	9 Sep	Introduction to ROTC
3	16/23 Sep	AF Dress and Appearance Standards 1&2
4	30 Sep	Military Customs and Courtesies
	7 Oct	Independent Student (Exam and Memo Prep)
	14 Oct	<b>MIDTERM EXAM (Lessons 1-4)</b> <b>GRADED MEMO DUE</b>
5	21/28 Oct	Air Force Heritage
6	4 Nov	Department of the Air Force
7	11 Nov	War and the American Military
8	18/25 Nov	Air Force Officer Career Opportunities
9	4 Dec	Air Force Benefits
	9 Dec	<b>FINAL EXAM (Lessons 5-9)</b>

**Attachment 3**  
**ARSC 100, Section 0102 and 0103 (Thursdays)**  
**FALL 2008 SCHEDULE**

<b>Lesson</b>	<b>Class Dates</b>	<b>Subject</b>
1	4 Sep	Welcome and Course Overview
2	11 Sep	Introduction to ROTC
3	18/25 Sep	AF Dress and Appearance Standards 1&2
4	2 Oct	Military Customs and Courtesies
	9 Oct	Independent Student (Exam and Memo Prep)
	16 Oct	<b>MIDTERM EXAM (Lessons 1-4)</b> <b>GRADED MEMO DUE</b>
5	23/30 Oct	Air Force Heritage
6	6 Nov	Department of the Air Force
7	13 Nov	War and the American Military
8	20 Nov	Air Force Officer Career Opportunities
	27 Nov	<b>Thanksgiving Holiday</b>
9	4 Dec	Air Force Benefits
	11 Dec	<b>FINAL EXAM (Lessons 5-9)</b>