



**ARSC 401**  
**NATIONAL SECURITY AFFAIRS**  
**PREPARATION FOR ACTIVE DUTY I**  
**Spring 2009**



1. WELCOME TO ARSC 401. This course includes an overview of national security policies and processes, world geo-political regions, Air Force roles and missions, and select topics to prepare you for active duty service.

**INSTRUCTOR:** Major William A. Zutt

**OFFICE HOURS:** Mon - Fri, 0800 - 1600 by appointment, Cole 2116

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**PHONE:** (301) 314-7809

**COURSE SESSIONS:** Section 0101: Thu 1000 – 1300, Cole 2126  
Section 0102: Tue/Thu 1400 - 1530, Cole 2126

2. READ THIS ENTIRE SYLLABUS AND KEEP IT FOR FUTURE REFERENCE. It contains information vital to your success in class. Updates will be announced in class or via e-mail.

3. COURSE GOALS--The ARSC 401 cadet should:

- A. Comprehend the basic elements of national security policy and processes.
- B. Comprehend the air and space power functions and competencies.
- C. Understand select roles of the military in society.
- D. Understand current issues affecting the military profession.
- E. Comprehend select provisions of the military justice system.
- F. Comprehend responsibility, authority, and functions of an Air Force commander.
- G. Apply listening, speaking, and writing skills in Air Force-specific formats and situations with accuracy, clarity, and appropriate style.
- H. Comprehend factors that facilitate a smooth transition from civilian to military life.

4. GENERAL COURSE INFORMATION:

- A. Each lesson has a specific objective and associated samples of behavior, listed at the beginning of each student reading. Exam questions will be derived from the samples of behavior and will consist of material from the textbook and lectures.

- B. Materials:
  - Aerospace Studies 400--National Security Affairs/Prep for Active Duty
  - Aerospace Studies 400--Regional Studies Reader
  - The Tongue and Quill
  - The U.S. Constitution
  - Computer-based training disk

- C. The full term schedule can be found in attachment 1. All lessons and dates are approximate.

5. CLASSROOM PROCEDURES AND CLASS LEADER DUTIES: Classroom procedures and class leader duties are outlined in attachment 2.

6. GRADES: Grades will be determined by performance in the following areas.

Area	Max Points
Class Participation/ Pop Quizzes	5
Scheduled Quizzes	20
Midterm	30
Briefing/paper	15
Final	30
Total	100

- A. CLASS PARTICIPATION: Students should complete all reading assignments prior to class. Pop quizzes will test your preparation (1 quiz = 1 of the 5 available points). Performance as class leader and attendance/punctuality will also be considered part of class participation.
- B. ATTENDANCE: Attendance and punctuality are mandatory. Students may request an excused absence (for Hemlock, Paintball, NATCON, family emergency, religious observance, etc) by personally handing the instructor a **hardcopy letter IAW Tongue and Quill's personal letter format NLT class start time one week ahead of time**. Letters will not excuse cadets who miss class for personal reasons (transportation, illness, etc). Cadets are required to attend at least 80% of classes to pass the course, regardless of academic performance (3 absences for Thu cadets, 6 for Tue/Thu cadets). If the university is closed due to inclement weather or other emergency, classes will not meet. Students may contact the instructor make up the information.
- C. BRIEFING: You will accomplish a briefing and associated paper, and will be judged on how well you achieve its purpose (inform, persuade, etc) and on the clarity and style of your delivery. All students need to hand in their papers (hardcopy) at the start of class on the **FIRST DAY** of student briefings, regardless of whether or not they personally brief that day. Cadets are scored a **ZERO** on the assignments if they are late or unprepared.
- D. QUIZZES: There will be 2 scheduled quizzes. You must request to take a quiz early if you plan to miss class, as cadets are scored a **ZERO** if they do not take a quiz on time. Pop quizzes may be presented at the instructor's discretion to measure preparation for class, and cannot be made up if a student is absent. Quizzes may contain questions from all lessons covered since the last exam/quiz, and may contain questions from the assigned readings for that day, before the material is covered in class.
- E. EXAMS: There will be a mid-term and final. Exams may include multiple choice, true/false, matching, essay, fill-in-the-blank, or recognition questions. All verbal, written, and visual aid materials that support the standards of behavior are testable. The midterm and final are comprehensive of all course material up to test day. Rescheduling exams is allowed only under exceptional circumstances and at the discretion of the instructor. You must request to take an exam early if you plan to miss class, as cadets are scored a **ZERO** if they do not take the test on time. You are responsible for all of the material regardless of your attendance, what is covered in class, or cancelled class sessions.
- F. 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)."

G. COURSE GRADE: Determined from the percentage of total points earned as follows:

Percentage	Grade
99% – 100%	A+
93% – 98%	A
90% – 92%	A-
88% – 89%	B+
83% – 87%	B
80% – 82%	B-
78% – 79%	C+
73% – 77%	C
70% – 72%	C-
68% – 69%	D+
62% – 67%	D
60% – 62%	D-
Below 60%	F

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

7. **COUNSELING:** Each cadet must make a counseling appointment with the instructor to be conducted no later than 27 Feb.
8. **SPECIAL NEEDS:** Inform the instructor of any special needs not later than the second week of class.
9. **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.
10. **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.
11. **CONTACT INFORMATION:** Fill out attachment 3 and hand in. A valid e-mail address is one you check at least once a day. Report any changes to your contact information during the semester.
12. **SYLLABUS CHANGES:** This syllabus may be altered at any time during the semester.

WILLIAM A. ZUTT, Major, USAF  
AS 401 Instructor

3 Atchs:

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

**Attachment 1**

**ARSC 401 SECTION 0101 COURSE SCHEDULE  
CLASSES MEET THURS FROM 1000 – 1300 (3hrs)**

<b>Lesson #</b>	<b>Title</b>	<b>Hours</b>	<b>Date</b>
AT	Administration and Syllabus Review	1	29 Jan
45	Suicide Awareness	1	
11	Africa	1	
11	Africa Briefings	1	5 Feb
52	Latin America	1	
52	Latin America Briefings	1	
33	Europe	1	12 Feb
33	Europe Briefings	2	
49	Russia and Former Soviet Republics	1	19 Feb
49	Russia and Former Soviet Republics Briefings	2	
<b>AT</b>	<b>Quiz</b>	<b>1</b>	<b>26 Feb</b>
32	Airman's Creed and Code of Conduct	2	
34	Bullet Statements With Impact	1	5 Mar
35	Bullet Statement Practicum	1	
36	Performance Feedback	1	
37	Enlisted Force	1	12 Mar
38	Enlisted Evaluation System	1	
39	Officer Evaluation System	1	
	No Class – Spring Break		19 Mar
<b>AT</b>	<b>Midterm (Comprehensive)</b>	<b>1</b>	<b>26 Mar</b>
40	Evaluation Concepts	2	
41	Advocacy Briefing and Prep	1	2 Apr
43	Sexual Harassment Awareness	1	
46	Operational Risk Management	1	
	Computer Based Instruction Modules		9 Apr
2	Air Force Fraud, Waste, and Abuse Programs CBI	0	
4	Substance Abuse CBI	0	
5	Officer Force Development CBI	0	
44	Information Assurance	2	16 Apr
48	Civilian Personnel	1	
50	The Oath of Office and Commissioning	1	
<b>AT</b>	<b>Quiz</b>	<b>.5</b>	<b>23 Apr</b>
<b>51</b>	<b>Position Papers Due / Advocacy Briefings</b>	<b>3</b>	
47	NCO Perspective	1	<b>30 Apr</b>
<b>51</b>	<b>Advocacy Briefings</b>	<b>3</b>	
<b>AT</b>	<b>Advocacy Briefings and Final (Comprehensive)</b>	<b>3</b>	<b>7 May</b>

**Attachment 1**

**ARSC 401 SECTION 0102 COURSE SCHEDULE  
CLASSES MEET TUES/THURS FROM 1400 – 1530 (1.5hrs)**

<b>Lesson #</b>	<b>Title</b>	<b>Hours</b>	<b>Date</b>
AT	Administration and Syllabus Review	1	27-29 Jan
45	Suicide Awareness	1	
11	Africa	1	
11	Africa Briefings	1	3-5 Feb
52	Latin America	1	
52	Latin America Briefings	1	
33	Europe	1	10-12 Feb
33	Europe Briefings	2	
49	Russia and Former Soviet Republics	1	17-19 Feb
49	Russia and Former Soviet Republics Briefings	2	
<b>AT</b>	<b>Quiz</b>	<b>1</b>	<b>24 Feb</b>
32	Airman's Creed and Code of Conduct	2	24-26 Feb
34	Bullet Statements With Impact	1	3-5 Mar
35	Bullet Statement Practicum	1	
36	Performance Feedback	1	
37	Enlisted Force	1	10-12 Mar
38	Enlisted Evaluation System	1	
39	Officer Evaluation System	1	
	No Class – Spring Break		17-19 Mar
<b>AT</b>	<b>Midterm (Comprehensive)</b>	<b>1</b>	<b>24 Mar</b>
40	Evaluation Concepts	2	24-26 Mar
41	Advocacy Briefing and Prep	1	31 Mar-2 Apr
43	Sexual Harassment Awareness	1	
46	Operational Risk Management	1	
	Computer Based Instruction Modules		7-9 Apr
2	Air Force Fraud, Waste, and Abuse Programs CBI	0	
4	Substance Abuse CBI	0	
5	Officer Force Development CBI	0	
44	Information Assurance	2	14-16 Apr
48	Civilian Personnel	1	
50	The Oath of Office and Commissioning	1	
<b>AT</b>	<b>Quiz</b>	<b>.5</b>	<b>21 Apr</b>
<b>51</b>	<b>Position Papers Due / Advocacy Briefings</b>	<b>3</b>	<b>21-23 Apr</b>
47	NCO Perspective	1	<b>28-30 Apr</b>
<b>51</b>	<b>Advocacy Briefings</b>	<b>3</b>	
<b>AT</b>	<b>Advocacy Briefings and Final (Comprehensive)</b>	<b>3</b>	<b>7 May</b>

## Attachment 2

### **CLASSROOM PROCEDURES**

- Call the room to attention when a military member of higher grade than anyone in the room enters or leaves the classroom. The exception to this is while class is in session.
- Abide by all cadet dress and grooming standards
- Water is allowed in class. No other drinks or food are allowed in class.
- Wear uniform of the day to class (blues or BDU/ABU/dress uniform/flight suit—no PT gear)

### **CLASS LEADER DUTIES**

#### **Before the instructor enters the classroom**

- Retrieve the class roster and take attendance
- If class is changed to another room, set up equipment cart (key in Ms. Rich's office)

#### **As the instructor enters the classroom**

- Call the room to attention, salute, and report attendance
- Report with: "Sir, all present and accounted for" or "Sir, \_\_\_ absent"

#### **After the instructor calls "at ease"**

- Offer a 1-minute military, national security, or geo-political current event summary to the class (from a newspaper, magazine, or the AF website)

#### **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, food/drink items are left behind
- Ensure the next class leader is aware of his/her duties
- Take trash to the dumpster and replace bag
- Put away equipment, if necessary

**Attachment 3**

**STUDENT INFORMATION SHEET**

Name: \_\_\_\_\_  
                    Last                      First                      MI

Cadet Rank: \_\_\_\_\_ Cadet Position: \_\_\_\_\_

Desired Cadet Position next semester: \_\_\_\_\_

University: \_\_\_\_\_ Major: \_\_\_\_\_

Expected graduation date: \_\_\_\_\_

Fiscal Year Commission: \_\_\_\_\_

E-mail address: \_\_\_\_\_ Phone number: \_\_\_\_\_

Previous military experience: \_\_\_\_\_

\_\_\_\_\_

Hobbies / interests: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

For FY 09 Commissionees:

AFSC/Pilot/Nav/ABM: \_\_\_\_\_

Other (Ed. Delay, OST, Medical Service Corps, Biological Science Corps) \_\_\_\_\_

For FY 10 Commissionees:

Interested in (circle): Pilot Navigator Air Battle Manager

Desired AFSCs: \_\_\_\_\_

Other (Ed. Delay, OST, Medical Service Corps, Biological Science Corps) \_\_\_\_\_