

**AEROSPACE STUDIES
FALL 2008 SYLLABUS**

Leadership Laboratory

Class Meeting Time: Tuesdays 1600-1800

Class Location: Dickinson 214, UMass

Contact Information:

Captain Paul J. Christie

Office Hours: Mon. afternoons, T/TH/F mornings; Wed. WNEC - recommend always calling ahead

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1. Description:

- a. Leadership Laboratory (LLab) is an integral and mandatory portion of the Aerospace Studies curriculum. Within the framework of a cadet corps, it provides a progression of experiences designed to develop each student's leadership potential and serve as an orientation to active duty in the US Air Force.
- b. The first two years of LLab involve activities classified as initial leadership experiences. They include a study of Air Force customs and courtesies, drill 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.
- c. The last two years of LLab consist of activities classified as advanced leadership experiences. They involve the planning, organizing, staffing, coordinating, directing and controlling of the military activities of the cadet corps; preparation and presentation of briefings and other oral and written communications; and providing interviews, guidance and information which will increase the understanding, motivation and performance of other cadets.

2. Course Policies: Since you are preparing for duty as an officer in the United States Air Force, we expect the highest standards from you in all areas. You must:

- a. Attend all scheduled activities. If you are unable to attend LLab during a given week or you will arrive late, you need to inform me *through your chain of command* IN ADVANCE. I will determine the acceptance of a valid excuse. **Less than 80% attendance will result in automatic failure and removal or disenrollment from the AFROTC program regardless of your performance.** Makeup LLAB sessions will be scheduled on an as needed basis to allow cadets with EXCUSED absences to make up missed objectives. For any absence, excused or unexcused, you will submit a typed official memorandum to me, through your chain of command, explaining your absence. Without this memorandum, an otherwise excused absence will be considered unexcused. The memorandum is due the LLAB following your absence. I will not accept late memorandums and I will not remind you of this requirement. (See Tongue and Quill page 183-184 for example).
- b. Participate fully in all scheduled activities.
- c. Perform your assigned duties in the cadet wing to the best of your abilities.
- d. Display proper military courtesies and conform to military bearing and dress and appearance standards.

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3. Objectives/Goals: The following objectives apply to the respective Aerospace Studies (AS) year groups:

#	LLAB LESSON OBJECTIVES	IMT	FTP	ICL	SCL	ECL
1	Know the Air Force and AFROTC grade structure and insignia.	X				
2	Know the Air Force and AFROTC Chain of Command.	X				
3	Know the AFROTC Honor Code.	X				
4	Apply proper courtesies and procedures associated with the United States flag.	X				
5	Apply individual and flight drill positions.	X				
6	Apply basic individual and flight drill movements.	X				
7	Apply effective followership and teamwork skills.	X	X			
8	Know the environment of an Air Force Officer.	X	X			
9	Apply correct guidon procedures during cadet drill & ceremonies practice and official functions.		X			
10	Apply the principles of advanced individual and flight drill movements in LLAB.		X			
11	Apply the skills needed to be an effective flight commander.		X			
12	Know road guard procedures.		X			
13	Apply proper individual drill evaluation (IDE) procedures.		X			
14	Know proper dorm maintenance procedures and requirements.		X			
15	Know the mental, physical and administrative requirements of Field Training (FT).		X			
16	Apply proper open ranks inspection procedures.		X			
17	Know key personnel parade procedures.		X			
18	Know Field Training (FT) military decorum.		X			
19	Apply learned information during esprit de corps activities.	X	X	X	X	X
20	Comprehend the principles of the AFOATS Training Manual (ATM).	X	X	X	X	X
21	Apply leadership and followership skills through a cadet mentor program.	X	X	X	X	X
22	Know the principles of Air Force Health and Wellness.	X	X	X	X	X
23	Apply proper Air Force customs and courtesies.	X	X	X	X	X
24	Apply proper Air Force dress and grooming standards.	X	X	X	X	X
25	Know the proper procedures and history behind the Air Force Dining-In/Out.	X	X	X	X	X
26	Comprehend how to effectively execute all functions associated with the reveille (flag-raising) ceremony, retreat ceremony, and parade.	X	X	X	X	X
27	Apply the AFROTC Awards and Decorations program in a formal awards ceremony.	X	X	X	X	X
28	Apply leadership and management skills in supervising the cadet corps or through advanced leadership experiences.			X	X	X
29	Apply proper feedback and performance evaluation skills.			X	X	X
30	Comprehend topics of importance to cadets about to enter active duty.				X	
31	Apply leadership, management and problem-solving skills in special projects/positions					X
32	Comprehend issues and topics given in a Commander's Call environment	X	X	X	X	X
33	Physical Training (PT)	X	X	X	X	X

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4. Academic Calendar:

- a. The UMass Academic calendar will be followed for the purposes of LLab scheduling. If you cannot attend primary LLab because of a scheduling conflict, provide written documentation from your college or university no later than the end of the add-drop period. Any cadets wishing to attend make-up/alternate LLab will meet with the Commandant of Cadets.
- b. A weekly operations order detailing the planned weekly LLab and Physical Training activities and uniform requirements will be posted on the cadet web page at least three working days prior to LLab.
- c. The semester schedule follows:

DATE	LLAB #	LESSON PLANS (TENTATIVE)	Comments
2 Sep	1	Commanders Call	Weekend
9 Sep	2	LLAB Intro POC Induction/Contracting	
16 Sep		No LLAB	*See 27 Sep
23 Sep	3	Rank Structure/Chain of Command Basic Drill/Honor Code	
27 Sep	4	AEF – Summit Challenge	
30 Sep	5	Field Day	Campus Wide ELP
7 Oct	6	Commanders Call Uniform Wear	
11 Oct	7	Paintball	Air Sports
14 Oct		NO LLAB - Holiday	
21 Oct	8	PT ELP ORI & Flag Procedures	
28 Oct	9	Leadership Band of Brothers	
4 Nov	10	Commanders Call Officer Panel	
11 Nov	11	Veteran's Day Vigil	**24 Hour Vigil**
18 Nov	12	Bring A Friend To Lead Lab	Dinner Provided
25 Nov	13	GMC-Run LLAB Guest Speaker	
2 Dec	14	History of Dining-In/Procedures ORI	
12 Dec	15	Dining-In	End of Semester

* Make up LLAB will be scheduled as needed

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5. Grading Criteria:

- a. LLab uses a PASS/FAIL criteria and grading is based purely on attendance. In order to pass, you must attend 80% of all scheduled LLab and Physical Training (PT) sessions (LLAB: 12+; PT: 21+.) Your attendance record is an indication of your acceptance of responsibility, a key quality required of all Air Force officers. In addition, you must accomplish at least 80% of all LLab objectives for the semester. Makeup LLab sessions will be scheduled as needed to help cadets with EXCUSED LLab absences makeup their missed objectives. Don't hesitate to speak with your chain of command if you have special scheduling concerns.
- b. **Perform your best** at all LLab activities and assigned positions. You will be evaluated on your attitude, military bearing and protocol, appearance in uniform, punctuality, conduct and job performance. This is a subjective evaluation and you will be counseled during the semester if you are in danger of not meeting these criteria. You will be given ample opportunities to correct any deficiencies brought to your attention. Makeup LLab sessions will also double as 'remedial training' sessions for General Military Course (GMC) cadets that need additional help in a particular training area.
- c. **CONTRACT CADETS ONLY:** Meet AFROTC weight and physical fitness standards contained in AFROTCI 36-2007, Cadet Physical Fitness Programs.

6. Instructional Materials*:

AFI 36-2903, Dress and Personal Appearance of Air Force Personnel
AFMAN 36-2203, Drill and Ceremonies
AFVA 35-2, Armed Forces Insignia
AFROTCI 36-2017, AFROTC College Program
AFROTCI 36-2008, AFROTC Cadet Uniforms and Insignia
AFOATSI 36-2007, AFROTC Cadet Physical Fitness Programs
AFROTCI 36-2020, AFROTC Cadet Awards and Decorations Program
T-700, AFOATS Training Manual
T-502, LLAB Cadet Group Leadership Problems (CD-ROM)
T-508, Leadership Laboratory Cadet Instructor Guide (CD-ROM)
AFH 33-337 The Tongue and Quill
T-1626, Guide for the AFROTC Dining-In
Parade and Retreat Handbook

** The Cadet Wing Commander will ensure cadets have copies of above items when required.*

7. Instructor Comments: Routine cadet issues should always be addressed first through the cadet chain-of-command. However, my door is always open to you. If you wish to talk to me at any time, call and make an appointment or stop by my office. I maintain office hours during the week, when not in class, LLAB, or Physical Training. If you prefer to call, or e-mail me, I can be reached at (413) 545-2437, or pchristi@acad.umass.edu.

///SIGNED///

PAUL J. CHRISTIE, Captain, USAF
Commandant of Cadets