**Gateway STEM High School**

***Learners Today, Leaders Tomorrow!***



**AFJROTC – Leadership Education 400 – Grade 12**

***Fundamentals of Management***

**Room 120E**

**Course Syllabus**

**2021-2022**

**INSTRUCTOR: Jeff Ditlevson, Lt Col (Ret), USAF**

**PLANNING PERIOD: 1st**

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**AFJROTC PROGRAM FRAMEWORK:**

* The AFJROTC curriculum includes Aerospace Science (AS) and Leadership Education (LE), and Wellness components. All students are granted academic credit applicable toward graduation requirements for the successful completion of AFJROTC courses provided by the Air Force equivalent to credit given for other academic courses per the Air Force School Agreement. Each academic course must consist of Aerospace Science, Leadership Education and Wellness components. The wellness portion is accredited as an approved PE credit towards graduation. Students may apply for college credit after one full year of completion and an overall B average. For college credit information, visit [www.leadershipcredit.info](http://www.leadershipcredit.info).

**COURSE CONTENT:**

* The leadership education course contains many leadership topics that will benefit you as well as provide you with some of the necessary skills you need to put into practice what you have learned. We are confident this course, coupled with what you have already learned during your time in AFJROT, will provide you with the ability to lead and direct your cadet corps and equip you with the qualities you need to serve in leadership roles (both in and out of school). In addition, the material you will learn in this course will significantly benefit you no matter what you decide to do after high school. This course is designed to complement materials taught in math, physics, and other science-related courses and is aligned with the *National Science Education Standards*, the *Math Standards and Expectations*, and the *ISTE National Educational Technology Standards for Students*.

**COURSE OBJECTIVES / LEARNING OUTCOMES:**

* ***Leadership Education 400: Fundamentals of Management***is a customized course designed for the fourth-year Junior Reserve Officer Training Corps (JROTC) cadet. Its aim is to provide you an introduction to basic management concepts and skills, especially as they relate to managing in a JROTC unit. Along the way you will learn some of the history of management studies and encounter elements of more recent management research. The text has been completely revised and new content has been included based on feedback from your instructors. This fourth-year course is taught to cadets who have normally been in the JROTC program for at least three years, have assumed leadership roles in the cadet corps, and are usually managing all aspects of the cadet corps activities.

By the end of the **Leadership Education 400** course, students will be able to:

* Apply the necessary management concepts, and put into practice what you have learned
* Know, lead, and direct your cadet corps
* Formulate qualities needed to serve in JROTC and community leadership roles
* Synthesize all aspects of the cadet corps activities

**COURSE OUTLINE:**

**First Semester**

* **Chapter 1: An Introduction to Management**
	+ Lesson 1 – What is Management?
	+ Lesson 2 – Managing the Cadet Corps – An Overview
	+ Lesson 3 – Management and Leadership
* **Chapter 2: Project Management**
	+ Lesson 1 – Initiating and Planning a Project
	+ Lesson 2 – Organizing and Executing a Project
	+ Lesson 3 – Closing Out a Project
* **Chapter 3: Planning – Laying the Foundation**
	+ Lesson 1 – Starting with a Vision of Success
	+ Lesson 2 – Knowing How Much Planning is Enough
* **Chapter 4: Decision Making – Choosing Wisely**
	+ Lesson 1 – Improving Your Decision Making

**Second Semester**

* **Chapter 5: Managing Time and Change**
	+ Lesson 1 – Time Management
* **Chapter 6: Leading – Managing Individual and Group Behavior**
	+ Lesson 1 – Motiving Others
	+ Lesson 2 – Evaluating Others
	+ Lesson 3 – Managing Difficult Situations
* **Chapter 7: Understanding Work Teams**
	+ Lesson 1 – Work Teams
	+ Lesson 3 – Communicating Within Work Teams
* **Chapter 8: Interpersonal Skills**
	+ Lesson 1 – Delegating Successfully
	+ Lesson 2 – Negotiating Successfully
	+ Lesson 3 - Mentoring

**REQUIRED MATERIALS:**

* Books will remain in the classroom but can be checked out in exigent circumstances
* Binders and workbooks will remain in the classroom (unless making up work)
* Cadets MUST bring paper and pen or pencil to class daily **except** on physical training (PT) days
* Cadets MUST wear the Air Force uniform once a week & PT uniform on **Fridays**
* Objectives, Do Now and key vocabulary will be posted every day; make sure you read them
* It is the cadet’s responsibility to ensure missed assignments and tests/quizzes must be made up You must make up assignments (to include missed uniforms) w/in the same grading quarter (exigent circumstances may supersede)
* Information on uniform wear/requirements, PT uniform requirements and grading are in the Cadet Handbook found in your academic binders and on the web under JROTC

**Classroom EXPECTATIONS/POLICIES:**

* Stand next to your assigned seat and be ready to work when the start bell finishes ringing
* Have paper, pencils/pens, books and all needed supplies every day. Ensure your phones are put away or placed in the cell phone storage area located in the front of the classroom
* Keep hands, feet, books, and objects to yourself
* No profanity, rude gestures, teasing, bullying, or put downs
* Each cadet will sign and strictly adhere to the Cadet Contract (attached). Violations (tardy, fighting, profanity, etc., will be dealt with IAW SLPS policy
* Cadets will participate in classroom discussion and physical fitness training
* AFJROTC is in strict compliance with the SLPS Code of Conduct. Infractions/violations are dealt with IAW SLPS District policies. Follow directions of the Code of Conduct and all school adults unless the request is illegal, immoral, or unsafe
* I will be available for parent/teacher conferences during each scheduled session. If your parent/guardian wishes to speak/meet with me about your progress or concerns, please have them participate in those sessions

**GRADING POLICY/SCALE:**

* ***Leadership Studies* – 40%** of overall AFJROTC grade **(Assignments will vary in value)**
	+ Each week you will receive at least **one** grade from me every week (participation, Do Now, etc.). Projects, quizzes and tests will be administered throughout the course to ensure comprehension of required material. Assignments must be submitted/completed on time in order to earn full credit. Assignments turned in late (without prior coordination) will be subject to a grading penalty at a rate of 50% per week delinquent. Mid-term assessments will take place near the semester break and Final Assessments will occur during Finals Week
* ***Physical Fitness Training – 20*%** of overall AFJROTC grade(Uniform wear: 50% of the PT grade; Participation/Conduct 50% of the PT grade).
	+ Dressing out without participation will result in a 0. Note: PT is typically held on Fridays.

***\* The remainder of your course grade is comprised of Aerospace Science (40% of your overall grade) and is explained in Col Katka’s syllabus.***

**Grading Policy:** Students will follow the grading scale issued by the district, which is as follows:

**Grade** **Grading Scale**

A 100 – 90

B 89 – 80

C 79 – 70

D 69 – 60

F 59 and below

Parents may have internet access to their student’s grades and assignments, upon Administrative approval at <https://sis.slps.org/SLPS/Default.aspx>

**ACADEMIC INTEGRITY/ PLAGIARISM:**

*All students are expected to act with civility, personal integrity, respect other students’ dignity, rights and property; and help create and maintain an environment in which all can succeed through the fruits of their own efforts. An environment of academic integrity is requisite to respect for self and others and a civil community.*

*Academic integrity includes a commitment to not engage in or tolerate acts of falsification, misrepresentation or deception. Such acts of dishonesty include cheating or copying, plagiarizing, submitting another persons’ work as one’s own, using Internet sources without citation, taking or having another student take your exam, tampering with the work of another student, facilitating other students’ acts of academic dishonesty, etc.*

*Sanctions for breaches in academic integrity may range, depending on the severity of the offense from an “F” grade on an assignment or test to an “F” in the course. Severe cases and/or repeat offenses of academic dishonesty may also result in more severe disciplinary sanctions up to and including suspension or expulsion.*

***NOTE****: This syllabus is subject to change based on schedule conflicts, events and/or special guests.*

***Current version of Gateway AFJROTC Cadet Contract attached below:***

**Air Force JROTC**

**MO-851 Gateway STEM High School**

**2021 – 2022 Cadet Contract**



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**Print Cadet Last Name First Name Middle Initial**

1. **ENROLLMENT:** Being a member of AFJROTC is a privilege, not a right. Cadets will be removed from the program if they are not meeting the standards as outlined in the July 2019 Air Force agreement signed by the SLPS Superintendent and Air Force JROTC. Curriculum consists of 40% Aerospace Science, 40% Leadership/Life Skills (uniform wear, leadership, and citizenship), and 20% Physical Education. **Wear of the AFJROTC uniform is required once a week, usually on Wednesday or Thursday.**

2. **OBLIGATIONS AND CONSIDERATIONS:** Participation in AFJROTC does not commit or obligate any student to military service, nor does it guarantee special consideration if a student chooses to enter military service. However, a cadet who successfully completes the specified number of years of AFJROTC based on the rules for that branch of service, may qualify for advanced rank upon enlistment in the military. In addition, cadets can apply for college credit based upon completion of courses in AFJROTC.

3. **APPLICATION:** I, the above-named cadet, hereby apply for enrollment in the Gateway STEM HS Air Force JROTC Program.

4. **AGREEMENT:** To maintain high cadet standards of discipline, courtesy, personal conduct, appearance, and fitness required by the Air Force and the AFJROTC program, I understand and agree to the following:

A. **MINIMUM EXPECTATIONS:** I will abide by the MINIMUM STANDARDS listed below. **Failure to do so can result in removal from AFJROTC** **program**.

(1) I will maintain proper personal hair/grooming standards while enrolled in AFJROTC as instructed (specific requirements below).

(2) I will contact the instructor prior to doing anything to my appearance that might affect wear of the AFJROTC uniform.

(3) I will properly wear the AFJROTC uniform as instructed and wear it the entire school day unless otherwise directed. **Failure to wear the uniform (or wear it properly) three times in one quarter may result in an overall grade of “F” for that quarter.**

(4) I will dry-clean my uniform pants and Service Coat on a regular basis and maintain it as necessary. I will launder my light blue shirts after each wear as necessary. If I damage my uniform by improperly cleaning it, I will be responsible for the damages.

(5) I will wear the issued Physical Training Gear (shorts or sweatpants/shirt or sweatshirt) with athletic shoes and participate in the PT activities. These two areas will determine my weekly PT grade (50 points PT Uniform, 50 points participation).

(6) I will put full effort into learning individual and group drill movements per *Air Force Manual 36-2203, Drill and Ceremonies* .

(7) I will participate in team activities and field trips to the best of my ability.

(8) I will NOT be involved in any inappropriate or illegal behavior as defined in the District Code of Conduct.

(9) I will NOT wear any visible facial piercings (Other than earrings, authorized for **female cadets only**).

B. **MISSED UNIFORM INSPECTIONS:** If absent on uniform day, I will make up the grade the first day back to school. If I simply fail to wear the AFJROTC uniform as directed (or fail to wear it as directed after an absence), my grade will result in a zero. A makeup only counts if I wear the uniform ALL day and get inspected by my instructor or their designated cadet.

C. **COURTESY:** I understand this is a cadet-run program and I am expected to follow orders of senior ranking cadets. I will render proper military courtesies to instructors, military officers, and cadet officers. I will show courtesy and respect to administrators, teachers, coaches, and other adults with whom I come into contact.

D. **UNIFORM ISSUE AND RETURN:** The uniform will be issued to me clean and pressed. If I am removed from or quit AFJROTC, I will return the AFJROTC uniforms immediately, to include every item I was issued. Following each year that I complete AFJROTC, I will return all uniform items (pants, shirt, jacket, coat, hat, tie/tab, PT gear, etc.) unless otherwise instructed. Failure to return uniforms will result in school fine. PT gear must be washed and dried before turning in.

***NOTE: You will NOT be given your uniform until grooming standards are in compliance with paragraphs G & H below.***

E. **JROTC FEE:** I understand every cadet will pay the required AFJROTC **activity fee of $15 within the first 4-weeks of enrollment** in AFJROTC. This fee goes towards mass unit activities such as field day(s), to reduce the cost our annual military (formal) ball, and for grooming items, body sprays, and miscellaneous items the cadets may need throughout the school year. Financial hardships must be brought to the attention of an instructor by a parent/guardian. **Note: This fee is non-refundable.**

F. **CADET GUIDE:** I will read, understand, and **comply** with the requirements and information provided in the AFJROTC Cadet Guide which will also be discussed in class. (Available in the classroom and online at https://www.slps.org/cms/Workspace/Section/Section.aspx?DomainID=7604)

G. **MALE Required Hair Style and Other Uniform Restrictions for AFJROTC:** The below list applies when the cadet is wearing the AFJROTC Uniform:

 Hair: Will not exceed 1 1⁄4 inch in bulk on the top of the head regardless of the length. Bulk is the distance that the hair projects from the scalp when groomed (as opposed to length of the hair).

 Hair should be no longer than 1/8 inch at the termination point around the base of the neck and ears.

 Must be able to wear the Air Force hat with no long hair sticking out the front or sides of the cap.

 Your hair must have a tapered appearance on both sides and back. A tapered appearance means that, when viewed

from any angle, the outline of the hair on the side and back will generally match the shape of the skull, curving

inward to the end point.

 Hair must be a natural color (no faddish hair styles/colors), and hair must be all one color. No designs may be cut into the hair, no Mohawks, no cornrows, no mullets, no dreadlocks, and no “fo-hawks”. No “twists/fusing” or braids.

 Shaving: All boys must be cleanly shaven in uniform. May wear a mustache cut at the corners of the mouth, and no hair hanging over the lip.

 Sideburns: You may have sideburns if they are neatly trimmed and tapered in the same manner as your haircut.

Sideburns must be straight and of even width (not flared or cut to a point) and end in a clean-shaven horizontal line.

They may not extend below the lowest part of the outer ear opening.

 Jewelry: No more than 3 rings on your 8 fingers (no thumb rings), and **no earrings on boys**. No visible necklaces. A

conservative bracelet up to ½ inch wide is allowed. No rubber cause bracelets.

H. **FEMALE Required Hair Style and Other Uniform Restrictions for JROTC**: The below items apply when the

student is wearing the AFJROTC Uniform:

 Hair: Will not exceed 4.0 inches in bulk from the scalp. Bulk is the distance that the hair projects from the scalp when groomed (as opposed to length of the hair). Do not cut into faddish style or shave a portion of the hair. Girls have no minimum hair length. Hair must allow proper wear of the uniform flight cap.

 Hair Color: Female cadets will not dye their hair multiple colors or any single color that is not natural (born with). No designs may be cut into the hair or eyebrows.

 Hair Bun: When hair is in a bun, the bun must be a single bun; no wider than the width of the head and all loose ends secured. Bun will be centered on the head between the collar and the back of the ears. Girls must be able to wear the Air Force Hat properly. Bun may be no more than 4.0” in diameter.

 Hair bobby pins and rubber bands will be the same color as the hair (or close to it) or black. No bows or metal

fashion clips in hair with the uniform.

 Makeup/Nails: Makeup should be conservative and professional looking. If painting nails, use one color and must be a conservative color or French manicure. Black, pink, white, gold, etc. are not allowed.

 Earrings: Only ONE earring in each ear, lowest part of ear lobe; can only be round or square white diamond, silver, gold, or white pearl stud. Unauthorized jewelry cannot be covered with Band-Aids/make-up; **NO clear plastic nose rings**.

 Jewelry: No more than 3 rings on your 8 fingers (no thumb rings). No visible necklaces. A conservative bracelet up to ½ inch wide is allowed. No rubber cause bracelets.

**5. CADET AGREEMENT**: I understand all the instructions above and agree to follow them as long as I am enrolled in AFJROTC.

**STUDENT SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE\_\_\_\_\_\_\_\_\_\_\_\_\_**\_\_\_\_\_\_\_\_\_\_\_

**6.** **PARENT** **AGREEMENT**:I fully understand what is expected of my cadet to be part of the Gateway STEM H.S. AFJROTC program. I understand that if my cadet fails to maintain grooming standards and/or wear the AFJROTC uniform or PT Uniform on required occasions, it will result in removal from the program. **If my student is removed from this course for any reason or drops this class, I understand that all uniform items, including PT T-Shirt, shorts, and sweatshirts will be returned to AFJROTC**

I agree to the conditions set forth in this contract.I hereby give my permission for my student to enroll in the AFJROTC program and will encourage their active participation. My student has read this contract and understands the requirements of the AFJROTC program.

**NAME OF PARENT/GUARDIAN: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ PARENT PHONE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**PARENT/GUARDIAN SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**