**NJ-782 Air Force JROTC Course Syllabus**

**Air Force JROTC Mission: Develop citizens of character dedicated to serving their nation and community.**

**SCHOOL YEAR: 2022-2023**

**COURSE NAME:** **AFJROTC Leadership Education 400, Fundamentals of Management (HONORS)**

**Recommended Prerequisites: AFJROTC I or II, AFJROTC III, hold senior leadership position in the corps, teacher recommendation, and on an honors/AP track.**

**CREDIT HOURS:** 5 Elective Academic Credits

**INSTRUCTORS:** Col Jonathan Spare and CMSgt Michael Sylvester

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**REQUIRED MATERIALS:**

**Aerospace Science 400: Management of the Cadet Corps**

**Leadership Education 400: Fundamentals of Management (2019)**

Chapter 1: Introduction to Management

Chapter 2: Planning – Laying the Foundation

Chapter 3: Decision Making – Choosing Wisely

Chapter 4: Organizing – Managing Time and Change

Chapter 5: Leading – Managing Individual and Group Behavior

**AF Manual 36-2203, “Personnel Drill and Ceremonies**  
Cadets will continue training in drill and ceremonies and understand how to plan and execute military ceremonies such as: Reveille, Retreat, Flag Folding, 9/11, Veterans Day, and Memorial Day ceremonies.

**NJ-782 Cadet Guide for AY 2024**

**COURSE PREREQUISITES/REQUIREMENTS:** This course is for Cadets who have completed three previous years of AFJROTC academics and hold an upper-level leadership position within the Cadet Corps. Enrollment in this course is dependent on approval by the AFJROTC instructors. On a case by case basis, instructors may approve Cadets with only two prior years of AFJROTC academics if they meet the upper-level leadership requirement and show strong leadership potential.

**COURSE DESCRIPTION:** This is **an honors-level course in applied leadership** using the AFJROTC organization as a leadership laboratory. Subjects cover the basic elements of leadership, principles of management, and preparation for life after high school. Throughout the year, cadets manage all aspects of Cadet corps activities. This hands-on experience affords senior Cadets the opportunity to put theories into practice in communications, decision-making, personal interaction, managing, and organizing.

Advanced reading assignments, writing assignments, practical actions, and analysis are requirements for this course. This course is designed to give the fourth-year cadet assigned to senior leadership positions a better understanding of leadership through management of the Cadet Corps. As senior Cadet leaders, these students learn to analyze and determine the factors contributing to success and failure as they plan and execute corps projects and activities. A variety of leadership and management styles, personalities, and traits are studied.

Cadets are required to read at least one book on leadership/management/teamwork from the approved reading list and to present an oral and written analysis on their reading to the class. Also, a leadership analysis paper will be required. This culminating (capstone) project is designed for Cadets to demonstrate essential skills through reading, writing, speaking, production, and performance. Skills in analysis, logic, and creativity will also be showcased through successful completion of this project.

Weekly reading and writing assignments, along with classroom presentations, are also required based on selected readings from the AFJROTC 400 course text. Cadet Corps leaders in the honors class are expected to be active in after school management of the various activities to include oversight and organization of co-curricular activities such as the competition drill team, Color Guard team, and academic team. Management of numerous major projects is required to fulfill the practical leadership requirements of this course. They include the annual formal ball, annual awards ceremony, change/assumption of command ceremony, Cadet Leadership School (CLC) preparation, building the Corps’ competitive teams, and the supervision of the numerous community service projects. Students are also required to hold and participate in regular staff meetings and establish and maintain polices for the day-to-day operations of the Cadet Corps. In addition, they will manage student/cadet records to include student evaluations and selection for cadet promotions; plan, organize, and execute cadet training activities to include extracurricular activities; and oversee the JROTC Public Affairs program that interfaces with local media, school and community officials.

**The “Cadetmanship” grade** is a measure of citizenship combined with a Cadet’s performance as an AFJROTC Cadet and is based upon their merit balance. All Cadets will maintain a merit balance. This balance may increase dependent upon their participation level in AFJROTC sponsored community service, patriotic events (Color Guard, flag raising/lowering), and AFJROTC co-curricular (LDR) activities. AFJROTC uses the designator, “Leadership Development Requirements,” to describe its co-curricular events/activities. The acronym LDR, therefore, is synonymous with co-curricular. Participation in such activities and events will increase their merit balance. A Cadet starts every marking period with a merit balance of 85. Any infractions such as failure to follow classroom rules, improper wear of the uniform, and conduct unbecoming of an AFJROTC Cadet will detract from that balance. It is imperative that Cadets in this class maintain a high merit balance. They are the leaders of the Cadet Corps and MUST set the example for others to follow.

**Course Objectives:**

1. Students will know, comprehend, and analyze the importance of management.
2. Students will know, comprehend, and analyze the techniques and skills involved in making management decisions.
3. Students will know, comprehend, and analyze the concepts and skills of problem solving, decision-making, and negotiating.
4. Students will know, comprehend, and analyze the importance of managing yourself and others.
5. Students will apply learned concepts by managing major cadet corps projects and events.
6. Students will demonstrate mentoring, coaching and evaluation of subordinate cadets.
7. Students will demonstrate ability to apply conflict resolution procedures.
8. Students will demonstrate ability to organize and present briefings.

**UNIFORM DAY:** Wednesday/PT Uniform: Friday (may be changed by instructors or Cadet Group Commander). **Habitual non-wear of the uniform or failure to maintain standards of wear will result in a failing grade and dismissal from the program.**

**GRADING PROCEDURES/COURSE EVALUATION**:

Exams/projects 30%

Uniform Inspections 30%

Cadetmanship 20%

Wellness 10%

Classwork/quizzes/homework 10%

Total 100%

**GRADING SCALE:** See student handbook  
 90-100 A  
 80-89 B  
 70-79 C  
 65-69 D  
 Below 65 F

**Classroom Polices/Procedures:** Each cadet is responsible for coming to class on time and ready to learn. Being prepared for class includes having all required books and assignments complete and wearing the AFJROTC uniform on Wednesdays and PT uniform on Fridays and/or on other days as specified by the SASI, ASI, or Cadet Group Commander. Classroom procedures will be followed as outlined in **NJ-782 Cadet Guide and NJ-782 Policy Letter #2.** Appropriate classroom behavior to include respect for the instructor as well as fellow students is expected of all cadets in all of their classes. All school rules as identified in the Student Handbook will be enforced. Inappropriate behavior in AFJROTC class or inappropriate behavior in other classes reported to the SASI/ASI, will result in a reduced Cadetmanship grade for the marking period.

Cadets in the 400 level of AFJROTC hold leadership positions with the NJ-782nd unit, and therefore, must hold themselves to an even higher standard than that of an under-class cadet. We all lead by example; cadets in leadership positions must set the example for other cadets to emulate. As such, any infractions of AFJROTC policies and behavioral issues will carry stricter disciplinary actions.

**Reading List:**

1. “Lincoln on Leadership,” by Donald T Phillips
2. “Black Eagle,-General Daniel Chappie James, Jr.” by James R. McGovern
3. “The Five Dysfunctions of a Team,” by Patrick M. Lencioni
4. “Leadership and Self Deception: Getting Out of the Box,” by The Arbinger Institute
5. “The Founding Fathers on Leadership: Classic Teamwork in Changing Times,”   
    by Donald T. Phillips
6. “You Can Observe a Lot by Watching” What I’ve Learned About Teamwork from the   
    Yankees and Life,” by Yogi Berra with David H. Kaplan
7. “The 17 Indisputable Laws of Teamwork,” by John C. Maxwell
8. “Leadership 101,” by John C. Maxwell

**CONTACT NUMBERS AND EMAIL**

Parents/guardians are encouraged to contact ROTC instructors throughout the school year. E-mail is the preferred method of contact. We typically respond to e-mails within a day. The best time to call is between 2:30 PM and 3:00 PM on weekdays. Please use the phone number and e-mail addresses listed on page one of this document. We will gladly arrange a conference if you request one. Please take advantage of school scheduled parent/teacher conferences and back to school night. We look forward to an exciting and productive learning experience for everyone enrolled in AFJROTC this year.

Syllabus Acknowledgement

*I have read, understand and agree to the requirements for AFJROTC as described in the syllabus for the 2022-2023 school year.*

\*\*\*\*\* Parent Email Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \*\*\*\*\*

\*\*\*\*\* Best Parent Contact Phone Number(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \*\*\*\*\*

(To be used to keep you updated on Cadet Corps field trips and other activities. Please print legibly. Opt out at any time).

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Student’s Printed Name Parent/Guardian Printed name

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Student’s Signature and Date Parent/Guardian Signature and Date