

# **LTMHS AFJROTC SYLLABI**

## **Principles of Management/Management of Corps: (AS IV) - BLOCK**

**TEACHERS:** Lt Col Snodgrass & CMSgt Littrell

**SCHOOL YEAR:** 2018-2019

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**ROOM NUMBER:** Field House

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1. *This course is broken into three parts:*

### **Part A – Aerospace Science-AS 400: Management of Cadet Corps (40%)**

The purpose of this course is to enable students to develop their skills as leaders and managers applying what they have previously learned to their corps responsibilities.

### **Part B – Leadership Education-LE 400: Principles of Management (40%)**

Students develop fundamental management and leadership skills which are then applied to corps activities. Wings, Cadet Fitness programs, Drill and ceremony, community service, and mentoring programs are completed in a professional manner.

### **Part C—Cadet Fitness and Physical Training (CFT): Leading and participation. (20%)**

Students teach weekly health and fitness subject and then lead CFT exercises and sports activities.

2. **COURSE GOALS/PERFORMANCE STANDARDS** – *The student will:*

1. Know the history and the importance of management. Apply the theories learned.
2. Demonstrate understanding of the fundamental concepts of management.
3. Demonstrate knowledge of effective techniques for management functions.
4. Know the techniques and skills involved in planning and decision making.
5. Demonstrate knowledge of effective techniques for management decisions.
6. Know the importance of managing change, stress, and innovation.
7. **Manage selected corps activities and practice planning, organizing, coordinating, directing, controlling, and decision making.**
8. Know the key elements of individual and group behavior, the importance of the communication process, and the characteristics of a good leader.
9. Use effective communication skills.
10. **Meet military uniform standards, grooming and standards of conduct and lead others.**
11. Carry out drill and ceremony functions with ease and professionalism.
12. Meet or exceed all requirements of section VI Cadet Operations inspection checklist!!!

3. **CLASS FORMAT:**

A variety of teaching methodologies will be used throughout the year. All will require very active student participation and leadership. Staff will lead, manage and motivate the entire corps to ensure success for every cadet. Students will work both individually and in-groups. Many assignments will require creative thinking. Activities will include examination of primary source documents, analysis of Air Force studies and the real life activity of the operation of the Cadet Group.

4. **COURSE OUTLINE:**

**(PT and Corps Job weekly)**

### **2018-2019**

3-17 Aug	Introduction to AFJROTC, AS/LE 400, Ch 4, Foundations of Planning Ch 1-1, Management Basics,	DRILL/ISSUE UNIFORMS
20-30 Aug	Ch 1-2, Mgmt. in Marketplace, PT Gear Ch 9-1, Communication Skills	
3 Sep	<b>Labor Day Holiday; No School</b>	
4-7 Sep	Ch 9-2, Developing Interpersonal Skills Ch 8-1, Work Teams 101(GOALS DUE)	

<b>11 Sep</b>	<b>9/11 CEREMONY 1<sup>st</sup> PERIOD</b>
<b>15 Sep</b>	<b>Unit Social Picnic</b>
10 -14 Sep	Ch 8-2, Managing Teams ( <b>SELF-INSPECTION</b> )
	Ch10-1, Leadership Theory
17-21 Sep	Ch 10-2 Leadership Issues
	Ch 10-3, Coaching/Mentoring
24 – 28 Sep	Ch 5-1, Decision Making Process
	Ch 5-2, Decision Challenges
01-05 Oct	Ch 7-1, Behavior/Personality
	Ch 7-2 Mgrs./Group Behavior
15-19 Oct	DRILL/Corps Job
22-26 Oct	Ch 6-1, Mgrs. and Change, Fitness
29 Oct- 2 Nov	Ch 6-2, Change/Organization
05-09 Nov	Ch 6-3, Manage Self/Stress/Time ( <b>VETERANS CEREMONY</b> )
12-20 Nov	Ch 3-1, Mgmt. and Economy
26-30 Nov	Ch 3-2, Mgmt. and Society
03-07 Dec	Ch2-1, Mgmt. Theories
10-14 Dec	Ch2-2, Mgmt. Approaches
17-21 Dec	Review and Testing
<b>Lessons learned and Leadership Insight Summary document for new class</b>	

**NOTE:** AS 400 cadets will teach Uniform wear, Flight Drill, Customs and Courtesies, Health and Physical Fitness throughout the semester.

5. **INSTRUCTIONAL MATERIALS:** *Materials will include the following:*

- A. Primary textbook
  - 1. Principles of Management, Pearson Custom Publishing
  - 2. Drill & Ceremony, Air University Press
- B. Readings
  - 1. Aviation leaders
  - 2. Department of Defense and Air Force periodicals, newspapers and magazines.
- C. Videos/DVDs
  - 1. Numerous videos of Management/Leadership science-related topics.
  - 2. DVDs on Drill, Leadership and Management

6. **COURSE REQUIREMENTS:** **Students will be required to:**

- A. Be a LEADER and set the example.
- B. Complete textbook readings and any homework assignments.
- C. Be an active participant in class discussions and cadet corps activities.
- D. Work with and MENTOR an assigned cadet flight.
- E. Properly wear an Air Force uniform one day per week on the day designated.
- F. Perform drill requirements properly to include marching a flight as a leader.
- G. Practice Air Force customs, courtesies, discipline and respect at all times.
- H. Participate in two community service events per semester.

7. **STUDENT EVALUATION:** Due to the nature of the AFJROTC program, non-academic activities (uniform wear, military bearing/self-discipline, drill, etc) are all graded events. Point values are assigned to each area. Cumulative points earned divided by total points available result in the student's final grade. Bonus points (extra credit) can be earned for designated activities to encourage initiative and participation. Bonus points earned are reflected in individual student cumulative point totals, but are not part of the total points available figure. Points are deducted for poor leadership.

- A. Academic grade.....50% (Writing, quizzes, Open Response questions, Leadership, Dining Out, Awards Night and Field Day, etc.)
- B. Military training activities.....30% (Uniform, Professionalism, Leadership)
- C. Cadet Fitness Training.....10% (Leading and participation)
- D. Final exam.....10%
- TOTAL POSSIBLE.....100%

**EOC Exam:**           Written portion       30%  
                          Performance portion 70% (Drill, Corps Goals, CFT)

***NOTE: Failure to wear uniform will result in immediate failure for the class regardless of academic grade achieved along with removal from the AFJROTC program.***

**ESE STUDENT MODIFICATIONS/GOAL/OBJECTIVES:**

1. All students should achieve academic success.
2. All students should follow the guidelines regarding behavior in school.
3. Attend school on a regular basis.
4. Arrive to class on time.
5. Follow the dress code.
6. Be prepared and study for all assignments.

**The following modifications are available to assist ESE students.**

1. Access to learning lab for extra time to complete tests.
2. Teacher consultation as requested by student or deemed necessary by teacher.
3. Proximity seating if requested or determined necessary by teacher.
4. Assistance with reading tests/quizzes as needed.
5. Available on Tuesday and Thursday for after school tutoring.

**ESOL Strategies**

1. Additional time for reading.
2. Access to ESOL classroom.
3. Assistance in reading quizzes/tests.