# Jeanne M. Holm Center for Officer Accessions and Citizen Development

2009 / 2010

Curriculum Division

Dr. Charles J. Nath III, Director

Mr. James C. Wiggins; Chief, Curriculum Development Branch

##### Contributors

Mr. Dave Lewis, Profession of Arms

Captain Michael Collins, Profession of Arms

Mr. Stan Hammonds, Military and International Security Studies

Capt Reese Marlow, Military and International Security Studies

Capt Shon Dodson, Communication Studies

Capt Brandon Preston, Leadership Studies

Mr. Samuel Greene, Leadership Studies

Capt Je Raley, Leadership Studies

Mr. Shawn O’Malia, Technology

# Production Staff

Ms. Annie Robinson, Editorial Assistant

Ms. Nicole Griffin, Documentation Specialist

Mr. Kendall Flournoy, Documentation Specialist

Ms. Marche Hinson, Textbook Distribution

The views and opinions expressed or implied in this publication are not to be construed as carrying the official sanction of Air Education and Training Command or the Department of the Air Force.

This student reader was compiled by HQ Holm Center/CR with the expressed written permission of the original publishers/authors. Articles may not be reprinted without the consent of the original publishers.

THIS PAGE INTENTIONALLY LEFT BLANK

#### THE FOUNDATION OF THE

UNITED STATES AIR FORCE

AS100 INSTRUCTOR GUIDE

T-106 AY 2009-2010

Preface iv

Introduction v

Course Structure vi

First Term

Lesson 1 **-** Welcome and Course Overview 1-1

Lesson 2 **-** Introduction to ROTC 2-1

Lesson 3 - Department of the Air Force 3-1

Lesson 4 **-** Air Force Dress and Appearance Standards 1 & 2 4-1

Lesson 5 **-** Military Customs and Courtesies 5-1

Lesson 6 **-** Team Building: A Central Skill 6-1

Lesson 7 - Military Communication Skills………………….………………………..….7-1

Lesson 8 **-** Interpersonal Communication 8-1

Lesson 9 **-** Air Force Benefits 9-1

Lesson 10 **-** Air Force Officer Career Opportunities 10-1

AT1 - Term Exam Second Term

Lesson 11 **-** Welcome and Course Overview 11-1

Lesson 12 **-** Air Force Heritage 12-1

Lesson 13 **-** Listening: The Neglected Skill 13-1

Lesson 14 **-** Air Force Installations 14-1

Lesson 15 **-** War 15-1

Lesson 16 **-** Air Force Core Values: The Price of Admission 16-1

Lesson 17 **-** The Air Force Leader 17-1

Lesson 18 **-** Human Relations in the Air Force 18-1

Lesson 19 **-** Oath of Office and Commissioning 19-1

AT2 - Term Exam and Closing Remarks

**Lesson 20\*\*** - 2 hours are allotted to communication skills exercises and are to be used as the instructor determines appropriate to accomplish the AS100 portion of the 4 year Communication Skills (CS) Plan. The plan can be reviewed at the restricted website. It requires CS lessons be taught each academic year. The required lessons, such as Military Comm Skills, have hours allotted but these 2 additional hours can used for the additional items on the plan such as briefings.

PREFACE

The instructor guide is to be used with suggested texts and instructional aids for Air Force ROTC classroom instruction. We will provide additional instructional aids as they become available.

Instructors MUST be familiar with Air Force ROTC Instruction 36-2017, *The College Program Curriculum*, before reading this guide and planning their AS100 course.

The purpose of this guide is to assist you, the AS100 instructor, in developing a meaningful, stimulating course for your students. *This will be mentioned again, but it's important to realize the structure of the course is up to you. You may present these lessons in any order that works for you at your detachment.*

INSTRUCTOR NOTE: The Samples of Behavior (SOBs) found in these lesson plans may be answered in different places. Some are answered in the student reader, some are answered in the instructor's lesson plans and some are answered in both places. While this may seem confusing, we find if the students know the instructor will answer all of the SOBs in the lecture they are less inclined to read the material. Likewise, if they know their reading will answer the SOBs, they are less inclined to attend the lecture. To make your lesson preparation easier, Part IA of your lesson plans indicate the SOB answer source. The following codes will direct you to the answer source:

(SG) Student Study Guide

(L) Lesson Plan

(OR) Assigned Outside Reading

This information will only appear in the instructor lesson plans. The student study guide will not indicate the answer source.

Critiques, suggestions, and comments about this guide are always welcome! Please address your correspondence to:

HQ Holm Center/CR

Attn: Mr. Dave Lewis

551 East Maxwell Blvd.

Maxwell AFB AL 36112-6417

To reach us by phone, please call (commercial) 334-953-4682, or (DSN) 493-4682. Our toll-free number is 1-800-522-0033, extension 4682. The 4-digit extension for FAX transmission is 7589. The E-mail address is George.Lewis@Maxwell.af.mil

This guide is the result of a lot of work by many people, both here at the Home Center Headquarters and out "in the field." As course directors, we owe many thanks to those officers who have provided critiques, criticisms, and ideas.

INTRODUCTION

Due to the changing nature of the Air Force and inputs from many ROTC detachments, the AS100 curriculum has gone through several changes. The most obvious change is that we have introduced an overall strategy to the entire course. With the understanding that a very small portion of the audience is on an ROTC scholarship and that many are curious, sitting on the fence, or wondering if this is worth the long-term commitment, we have crafted the curriculum to educate students on what the Air Force is, what the Air Force can offer, and what traits we will begin cultivating in them so that they may be effective leaders inside or outside the Air Force.

Great effort has been made to keep the classroom setting from turning into a lecture. Discussion questions, video clips, games, and group projects have been included and though they take a few more minutes to prepare for, the educational dividends will more than reward your effort. Most lessons build on what is found in the student reader; familiarize yourself with what they’re responsible for to help add to your lesson. Additionally, effort has been made to write in opportunities where students can work together as small teams in the hope that it will not only enhance the understanding of the lesson and keep the classroom energetic, but also help build relationships among the students that will enhance their overall ROTC experience.

Please keep in mind that AS100 is a survey course. Like many lower-level undergraduate courses offered by colleges and universities, its purpose is to give students an overview of the subject; it is not a content course, i.e., the student is not expected to emerge with an in-depth knowledge of the topics covered in this course (some are taught to greater depth in subsequent courses).

### AS 100 2009-2010

### COURSE STRUCTURE

|  |  |  |
| --- | --- | --- |
| LESSON | TITLE | HRS |
|  | FIRST TERM |  |
| 1 | Welcome and Course Overview | 1 |
| 2 | Introduction to ROTC | 1 |
| 3 | Department of the Air Force | 1 |
| 4 | Air Force Dress and Appearance Standards 1 & 2 | 2 |
| 5 | Military Customs and Courtesies | 1 |
| 6 | Team Building: A Central Skill | 2 |
| 7 | Military Communication Skills | 2 |
| 8 | Interpersonal Communications | 1 |
| 9 | Air Force Benefits | 1 |
| 10 | Air Force Officer Career Opportunities | 2 |
| AT1 | Term Exam | 1 |
|  |  |  |
|  | Total | 15 |
|  |  |  |
|  |  |  |
|  |  |  |
|  | SECOND TERM |  |
| 11 | Welcome and Course Overview | 1 |
| 12 | Air Force Heritage | 2 |
| 13 | Listening  | 1 |
| 14 | Air Force Installations | 1 |
| 15 | War  | 1 |
| 16 | Air Force Core Values: The Price of Admission | 1 |
| 17 | The Air Force Leader | 1 |
| 18 | Human Relations in the Air Force | 2 |
| 19 | Oath of Office: The Last Word | 1 |
| 20\* | Communication Skill Exercise (Used as instructor deems appropriate during the second term; introduced and explained during lesson 11) | 2 |
| AT2 | Term Exam and Closing Remarks | 1 |
|  |  |  |
|  | Total | 15 |
|  |  |  |
| AS100 TOTAL |  |  30  |

SUMMARY OF CHANGES FOR

AS 100 2009-2010

AS100 has undergone several changes based on inputs from over 100 of the 144 AS 100 instructors. This will require a complete review of all materials by instructors. Also, all previous lesson plans must be discarded. Many of the changes are minor such as formatting, grammar, numbering, and rewording of objectives and samples. However, some lessons have either been moved or had significant changes accomplished. A brief synopses of the major changes are below.

NOTE:To make your lesson preparation easier, in the Part IA of your lesson plans we indicate the SOB answer source. This information will only appear in the instructor lesson plans. The student study guide will not indicate the answer source.

The following codes will direct you to the answer source:

(SG) Student Study Guide

(L) Lesson Plan

(OR) Assigned Outside Reading

1. Entire book converted to a different format.
2. Lessons all reorganized from previous year based on inputs from large sample survey of instructors at ROTC Dets
3. Lessons 4 and 5 updated to include new ABU uniforms and instructions.
4. Lesson 6 The stages of group growth in “Team Building: A Central Skill” (Lesson 6), changed to Forming, Norming, Storming, Performing to align with new lesson source. Brings lesson into alignment with concepts and principles also taught in AS300.
5. Lesson 15 title changed from “War and the American Military” to “War.”
6. Lesson 17 title changed from “Lead: It’s What an Officer Does” to “The Air Force Leader.”
7. Lesson 18 title changed from “Diversity and Harassment: Managing the Force” to “Human Relations in the Air Force.”

THIS PAGE INTENTIONALLY LEFT BLANK