Instructor

Name: Master Sergeant (MSG) Jose Rendon  
Email: rendonjg@sfasu.edu  
Phone: Office (936) 468-4280  
Office Hours: 9:00 AM – Noon (Mon, Wed); 10:00 AM – 5:00 PM (Fri)  
Drop-In (Open Door – if my door is open, you can walk in) or by appointment (Tue, Thu)  
Department: Military Science  
Class: Military Science Building, Rm 101

Email etiquette: I check email periodically throughout the day. I will try to answer any emails I receive in the mornings on Monday through Friday by the close of business that day (typically around 5:00 p.m.), but some may be answered the following morning. I will also check emails on weekends and holidays and will respond as appropriate.

1. Course Description:

Leadership Methods, Instruction, & Oral Communication (also known as Tactical Leadership, Training Management and the Warfighting Functions) is an academically rigorous college program comprised of lessons and practical exercises. The overall objective of this course is to integrate the principles and practices of effective leadership, military operations, and personal development in order to adequately prepare you for Advance Camp at Fort Knox, Kentucky.

The course outcomes are derived from the four Army Learning Areas (ALA) and General Learning Outcomes, as established by the Army Learning Coordination Council. These outcomes are designed to prepare newly commissioned Second Lieutenants for success at the Basic Officer Leader Course B (BOLC B) and as a junior officer at their first unit of assignment (FUA).

2. Course Design:

You are more than likely taking this course because you are trying to meet the requirements of becoming an Army Officer through Senior Reserve Officers’ Training Corps (SROTC) regulations outlined in Army Regulation (AR) 145-1 Senior Reserve Officers’ Training Corps Program: Organization, Administration, and Training. However, you may be taking this course because you are trying to complete a minor in Military Science, which requires MSC 301 (only offered in the fall), MSC 302 (only offered in the spring), MSC 375 (Military History), and MSC 401 (only offered in the fall).

This class will be conducted in an interactive manner. Everyone will be responsible for contributing to the success of the learning experience. Lectures will be brief and interactive. You will have extensive small group discussions and exercises scattered throughout the
class. Time will be given in class to discuss and work on projects and papers. You are encouraged to work together with the instructor in modifying assignments, suggesting agenda, and raising questions for discussion.

Additionally, there is a co-requisite associated with this course, MSC 407 Advanced Leadership Lab.

3. Uniforms

The Army Combat Uniform (ACU) will be issued to any Cadet that expresses interest in contracting. The ACU is to be on lab days (Wed) by all contracted and SMP Cadets. Appropriate conservative civilian attire will be worn by all enrolled Cadets until proper uniform has been issued by supply personnel.

All uniforms and equipment (with the exception of SMP Cadets) are furnished by the Military Science Department. All uniforms and equipment must be returned at the conclusion of the course. All Cadets will comply with Army Regulation (AR) 670-1 (Wear and Appearance of the Army Uniform) for grooming standards and proper wear of the uniform.

*Failure to wear uniform to Military Science classes and labs, without proper authorization beforehand, will have an effect on your participation grade.

4. Course Requirements:

Class participation

You are expected to participate actively in learning through critical reflection, inquiry, dialogue, and group interactions. This includes participating in class discussion, sharing personal perspectives and experiences related to principles discussed in class or readings, and working with fellow students to engage in class and lab exercises.

Quizzes and Practical Exercises

The class is interactive and uses homework and in-class assignments to evaluate learning. You will be given quizzes and practical exercises to evaluate your learning.

Final Exam

A cumulative final exam will be given to test the levels of learning achieved by students throughout the course of the semester.

Homework/Project Assignments

In addition to reading assignments, you have the following key homework assignments that are graded:

1) Presentation - You will have 10-12 minutes to conduct a presentation. Students will provide information using visual aids (PowerPoint or something similar) on the
following: a topic selected by the student and approved by the instructor. (See Branch Information Briefing below for additional information)

**Branch Briefing**

As a future officer, you will be required by your superior to present briefings. As a way to prepare you for the future requirements and assist with public speaking skills, Cadets will be assigned a specific Army branch to research and present an Information brief. This brief will follow the format contained in Field Manual 6-0, *Commanders and Staff Organization and Operations*, w/Ch2, 22 April 2016, Chapter 7, Military Briefings.

5. **Course Calendar:** (This class will take place twice each week, Tuesday and Thursday, with one lesson per class)

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<tr>
<th>Week 1</th>
<th>Week 2</th>
<th>Week 3</th>
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<th>Week 7</th>
<th>Week 8</th>
<th>Week 9</th>
<th>Week 10</th>
<th>Week 11</th>
<th>Week 12</th>
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6. Grading Policy

EVERYTHING PRESENTED IN CLASS IS TESTABLE. Note taking is not mandatory, but highly encouraged. You can use them as a quick reference during testing.

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<tr>
<th>Component</th>
<th>Weight</th>
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<tbody>
<tr>
<td>Branch Briefing</td>
<td>20%</td>
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<tr>
<td>Midterm Exam</td>
<td>40%</td>
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<tr>
<td>Final Exam</td>
<td>40%</td>
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NOTE: *Contracted Cadets are required to participate in all ROTC activities. Students auditing this class or not yet contracted, are encouraged but not required to participate in ROTC activities in and outside the classroom.

The following grading scale will be used based on 100 points possible. Solid performance in each area of evaluation is necessary. The following grading scale will be used based on 100 points possible:

Grading Scale- The following is the grading scale for the course:

- 90-100 points = A
- 80-89 points = B
- 70-79 points = C
- 60-69 points = D
- Below 59 = F

Every attempt will be made to offer adequate written assessments in explaining evaluations. *All late papers and assignments will receive a 10% reduction in grade.*

7. Attendance Policy:

*Only the INSTRUCTOR* may grant permission for an excused absence. Unexcused absences will lower your final grade. Excused absences will be coordinated prior to the class meeting. Five or more unexcused absences will be considered as grounds for removal from the program.

8. Academic Integrity (A-9.1)
Academic integrity is a responsibility of all university faculty and students. Faculty members promote academic integrity in multiple ways including instruction on the components of academic honesty, as well as abiding by university policy on penalties for cheating and plagiarism.

**Definition of Academic Dishonesty**

Academic dishonesty includes both cheating and plagiarism. Cheating includes but is not limited to (1) using or attempting to use unauthorized materials to aid in achieving a better grade on a component of a class; (2) the falsification or invention of any information, including citations, on an assigned exercise; and/or (3) helping or attempting to help another in an act of cheating or plagiarism. Plagiarism is presenting the words or ideas of another person as if they were your own. Examples of plagiarism are (1) submitting an assignment as if it were one’s own work when, in fact, it is at least partly the work of another; (2) submitting a work that has been purchased or otherwise obtained from an Internet source or another source; and (3) incorporating the words or ideas of an author into one’s paper without giving the author due credit. Please read the complete policy at [http://www.sfasu.edu/policies/academic_integrity.asp](http://www.sfasu.edu/policies/academic_integrity.asp)

9. **Withheld Grades Semester Grades Policy (A-54)**

Ordinarily, at the discretion of the instructor of record and with the approval of the academic chair/director, a grade of WH will be assigned only if the student cannot complete the course work because of unavoidable circumstances. Students must complete the work within one calendar year from the end of the semester in which they receive a WH, or the grade automatically becomes an F. If students register for the same course in future terms the WH will automatically become an F and will be counted as a repeated course for the purpose of computing the grade point average.

10. **Students with Disabilities**

To obtain disability related accommodations, alternate formats and/or auxiliary aids, students with disabilities must contact the Office of Disability Services (ODS), Human Services Building, and Room 325, 468-3004 / 468-1004 (TDD) as early as possible in the semester. Once verified, ODS will notify the course instructor and outline the accommodation and/or auxiliary aids to be provided. Failure to request services in a timely manner may delay your accommodations. For additional information, go to [http://www.sfasu.edu/disabilityservices/](http://www.sfasu.edu/disabilityservices/).

11. **Title IX/Clergy Act Notification**

Sexual misconduct (sexual harassment, sexual assault, and any other nonconsensual behavior of a sexual nature) and sex discrimination violate University policies. Students experiencing such behavior may obtain confidential support from the Lumberjacks Care and the Title IX Coordinator at (936) 468-8292, Counseling Center (936) 468-2401, Student Health Clinic (936) 468-4008, Family Crisis Center of East Texas SFA Office (936) 468-7233 or (800) 828-7233 (24 hour crisis line). To report sexual misconduct or sex discrimination, contact the University Police Department at (936) 468-2608. Disclosure to
University faculty or instructors of sexual misconduct, domestic violence, dating violence, or sex discrimination occurring on campus, in a University-sponsored program, or involving a campus visitor or University student or employee (whether current or former) is not confidential under Title IX. Faculty and instructors must forward such reports, including names and circumstances, to the University’s Title IX officer. For more information, see http://www.sfasu.edu/Lumberjacks-Care/.

12. Cell Phone Policy

There is a reasonable expectation that students come to class with a cell phone without it being a distraction. However, apart from emergency situations, cell phones will be in SILENT or VIBRATE mode at all times while attending class. Cell phones will be kept out of sight. Students expecting an emergency call will notify instructor prior to the start of class.

13. Changes to Curriculum

This syllabus is a guide for the student, but is subject to change. The student will be informed of all pending changes with adequate time to prepare for tests and other deliverables. Students will be given access to Army doctrinal materials during the course of the class that will not be available prior to the beginning of class. Students will be expected to reference the materials prior to the corresponding lesson.