Instructor

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Office Hours: 9 a.m. – 5 p.m.  
Department: Military Science  
Class: Military Science Bldg

Email etiquette: I respond to student emails the same day I receive them, up to 5 p.m. However, if you email me on a Saturday or Sunday I will respond first thing Monday.

1. Course Description:
   MSC-102 introduces Cadets to the personal challenges and competencies that are critical for effective leadership. Cadets learn how the personal development of life skills such as critical thinking, time management, goal setting, and communication. Cadets learn the basics of the communications process and the importance for leader’s to develop the essential skills to effectively communicate in the Army. Cadets will begin learning the basics of squad level tactics that will be reinforced during a weekly lab facilitated by MS III Cadets, supervised by MS IVs and Cadre.

   Participation in Physical Training (PT) during the MSL I year is strongly encouraged. Cadets interested in contracting or competing for a scholarship require a passing APFT and participation in ROTC functions.

2. Course Design:
   This class will be conducted in an interactive manner. Everyone will be responsible for contributing to the success of the learning experience. Students will be expected to participate in a professional, respectful, courteous, and constructive manner. Lectures will be brief and interactive. You will have opportunity for extensive small group discussions and exercises throughout class to apply learning and provide reflection. Time will be given in class to discuss and work on projects and papers.

Physical Training (PT)

All non-contracted cadets or students interested in contracting within the ROTC program are STRONGLY encouraged to attend physical training. Students can receive academic credit for physical training by registering for Kinesiology 200.017. KIN 200.17 provides students a foundation in physical fitness topics and team development skills. Course subjects include components of physical fitness and exercise. Exercises emphasize flexibility, muscular endurance and cardiovascular fitness. Students in the course will participate alongside
cadets in the physical training activities of the United States Army Reserve Officer Training Corps (ROTC) at SFA.

3. **Uniforms:**

   The Operational Camouflage Pattern (OCP) Uniform will be issued to cadets that expresses interests in contracting. Appropriate conservative civilian attire will be worn by all enrolled cadets, until proper uniform has been issued by the cadet 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 AR 670-1 (Wear and Appearance of Army Uniform) and the Cadet Handbook for grooming standards and proper wear of the uniform.

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.

   **Planned Academic Program Worksheet (104-R)**
   A completed Planned Academic Program Worksheet (USACC Form 104-R) is a student academic graduation planned that is required to determine a Cadet’s academic alignment and planned graduation date.

   **Mid-Term Exam**
   A mid-term exam will be given to test the levels of learning achieved by students in the first half of the course.

   **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 a ten minutes to conduct a presentation. Students will provide information using visual aids (PowerPoint or something similar) on the following: Leadership, Soldier’s Training Task, or Army Leadership Requirements Model. You should allow 2 minutes to address questions.

5. Course Calendar:

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<tr>
<th>Week 1</th>
<th>Course Overview / Army Performance Triad</th>
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<td>Week 2</td>
<td>Intro to CSF2/ Goal Setting and Time Management</td>
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<td>Week 3</td>
<td>Learning Styles and Lifelong Learning/ Critical Thinking</td>
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<td>Week 4</td>
<td>Communications Process/ Persuasive Argument</td>
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<td>Week 5</td>
<td>Presentations</td>
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<td>Week 6</td>
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<td>Week 7</td>
<td>Intro to Battle Drills</td>
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<td>Week 8</td>
<td>Squad Tactics I Basic Components</td>
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<tr>
<td>Week 10</td>
<td>Squad Tactics III Basic Components</td>
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<td>Week 11</td>
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<td>Week 12</td>
<td>Review</td>
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<td>Week 13</td>
<td>Final Exam</td>
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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.

1) Class Participation  5%
2) Practical Exercises and Quizzes  5%
3) Mid-Term Exam  20%
4) 104-R  15%
5) Presentation  15%
6) Final Exam  40%
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. Three or more unexcused absences will be considered as grounds for removal from the program. In addition to the scheduled class periods the following events are mandatory:

Tardiness will NOT BE TOLERATED. Students should arrive to class on time. Students will not be allowed to enter classroom five minutes after class has started.

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
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. **Collaboration:**

You are encouraged to work together with the instructor in modifying assignments, suggesting agenda, and raising questions for discussion.

12. **Religious Accommodation:**

The Army places a high value on the rights of its Soldiers to observe tenets of their respective religions or to observe no religion at all. The Army will approve requests for accommodation of religious practices unless accommodation will have an adverse impact on unit readiness, individual readiness, unit cohesion, morale, good order, discipline, safety, and/or health.

Requests for religious accommodation generally fall into five major areas:

- Worship practices.
- Dietary practices.
- Medical practices.
- Wear and appearance of the uniform.
- Grooming practices.

For more information please refer to AR 600-20, Army Command Policy, 6 November 2014, Chapter 5, paragraph 5-6.
13. On-line Conduct:

As members of the Army Team, our individual actions and interactions, on and off duty, online and offline reflect on the Army and our values. Every Soldier and Army Civilian is responsible to uphold the Army standards and values; applying all aspects into our lives. This includes our online conduct when communicating with any form of electronic media.

Any type of online misconduct such as; harassment, bullying, hazing, stalking, discrimination, or retaliation that undermines the dignity and respect of another individual, is not consistent with Army Values, will NOT be condoned and subject to criminal, disciplinary, and/or administrative action.

It is every individuals’ (Soldier, Army Civilian, contractor, and Family member) duty to understand the laws and regulations pertaining to Online Conduct. It is every leader's responsibility to enforce those laws and regulations pertaining to Online Conduct.

For more information please refer to ALARACT_058_2018_Online Conduct, AR 600-20, Army Command Policy, para 1-4, 4-19, Chapter 7, and AR 600-100.

14. Inappropriate Relationships:

Per Army Directive 2016-17 (Protecting Against Prohibited Relations During Recruiting and Entry-Level Training and IAW Department of Defense Instructions (DoDI) 1304.33 (Protecting Against Inappropriate Relations During Recruiting and Entry Level Training).

The Army and all Army personnel (including any Army military, civilian, or contractor personnel) will treat each prospect, applicant, recruit, and trainee with dignity and respect as they pursue their aspiration of serving in the military. Army policy prohibits inappropriate relations between recruiters and prospects, applicants, and/or recruits and between trainers providing entry-level training and trainees. At a minimum and as required, the prospect, applicant, recruit, trainee, recruiter, or trainer will complete the following administrative actions. Commanders may add requirements to this list.

(1) Trainers providing entry-level training will sign a DD Form 2982 that acknowledges their understanding of the prohibitions listed in paragraph 5d and their responsibilities regarding the policies to avoid the inappropriate behaviors and relations outlined in this directive. The DD Form 2982 will be recertified annually. The form will be locally filed and kept for 1 year after the trainer has left the unit.

(2) At the onset of the first training session, trainers will brief trainees on the policies in this directive and provide information that trainees can use to contact someone in leadership if they wish to report any issue related to a trainer’s inappropriate conduct.

(3) Trainees will sign a DD Form 2983 to acknowledge their understanding and responsibilities as outlined in this directive no later than the first day of entry-level training. The DD Form 2983 will be locally filed and kept until 6 months after the trainee has left the unit.
15. Discriminatory Harassment:

Harassment is behavior that is unwelcome or offensive to a reasonable person, whether oral, written, or physical, that creates an intimidating, hostile, or offensive environment. Harassment can occur through electronic communications, including social media, other forms of communication, and in person. Harassment may include offensive jokes, epithets, ridicule or mockery, insults or put-downs, displays of offensive objects or imagery, stereotyping, intimidating acts, veiled threats of violence, threatening or provoking remarks, racial or other slurs, derogatory remarks about a person’s accent, or displays of racially offensive symbols. Activities or actions undertaken for a proper military or governmental purpose, such as combat survival training, are not considered harassment.

Discriminatory Harassment is a form of harassment that is unwelcome conduct based on race, color, religion, sex (including gender identity), national origin, or sexual orientation. The Army will provide equal opportunity and fair treatment for military personnel and Family members without regard to race, color, national origin, religion, sex (including gender identity), or sexual orientation which are known as the Bases of Discrimination. The Army will also provide an environment free of unlawful discrimination and offensive behavior. The EO Policy applies both on and off post, during duty and non-duty hours, working, living, recreational environments (both on and off-post housing), and utilizing electronic media.

16. Cell Phone Policy:

Apart from emergency situations, cell phones will be in SILENT or VIBRATE mood 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.

17. Text and Materials:

All texts and materials are provided by the Military Science department.

AR = Army Regulation

DA PAM = Department of the Army Pamphlet

FM = Field Manual

MSL = Military Science & Leadership

ADP 1: The Army (17 September 2012)
Introduction to the Army  
Military Science Spring 2019

ADRP 6-22: Army Leadership (10 August 2012)
ATTP 5-0.1: Commander and Staff Officer Guide (14 September 2011)
FM 3-21.8: The Infantry Rifle Platoon and Squad (28 March 2007)
ADP/ADRP 6-22: Army Leadership
AR 25-50: Preparing and Managing Correspondence
AR 381–12: Threat Awareness and Reporting Program
AR 525-13: Antiterrorism
AR 600-20: Army Command Policy
ATTP 5-0.1: The Commander and Staff Officer Guide
DA PAM 600-67: Effective Writing for Military Leaders
Cadet Handbook