Instructor

Name: Master Sergeant (MSG) Jaime Contreras
Sergeant First Class (SFC) Joseph Williamson
Email: Jaime.Contreras@sfasu.edu; joseph.williamson@sfasu.edu
Phone: Office (936) 468-4295
Office Hours: Mon: 0930-1100; 1330-1630
Tues: 1045-1145; 1530-1700
Wed: 0930-1200
Thurs: 1045-1145; 1530-1630
Fri: 0930-1130; 1330-1500
Drop-In (Open Door – if my door is open, you can walk in)
Department: Military Science
Class: Locations vary and are subject to change

Email etiquette: Expect emails to be answered by the next academic day

1. Course Description:

Basic and Advanced Leadership Labs are practicum designed to achieve application levels of cognitive development. This course aims to integrate the principles and practices of effective leadership, military operations, and personal development.

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:

These courses are co-requisites of MILS 1201/2201 (MILS 2107) and MILS 3301/4301 (MILS 4107), respectively, and are 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.

These labs will be conducted in an interactive manner, and everyone will be responsible for contributing to the success of the learning experience. Although both sections (MILS 2107 and MILS 4107) will occur simultaneously with students from both sections, there are different expectations and requirements for
underclassmen (freshmen and sophomores) and upperclassmen (juniors and seniors). Upperclassmen enrolled in MILS 4107 will be required to plan and prepare certain aspects of the labs and will have responsibilities before and after each lab.

3. Uniforms

The Operational Camouflage Uniform (OCP) will be issued to any Cadet that expresses interest in contracting after one semester of ROTC. All contracted and SMP Cadets will wear the OCP on lab days (Wed). All non-contracted Cadets will wear appropriate conservative civilian attire until the proper uniform has been issued by supply personnel.

The Military Science Department furnishes all uniforms and equipment (with the exception of SMP Cadets). All uniforms and equipment must be returned at the conclusion of the course unless it is part of the Kyloc and ISM Issue. This issued equipment will stay with you throughout your military career. 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.

4. Course Requirements:

   Participation and Attendance

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

General Lab Schedule

| LAB 01  | ROTC introduction/Welcome Back Lab |
| LAB 02  | Formations and Order of Movement (FOOM)/React to Contact (RTC) |
| LAB 03  | Weapons/Commo |
| LAB 04  | Ambush Class & PE |
| LAB 05  | Attack Class and PE |
| LAB 06  | Range/Combat Water Survival Test (CWST) |
| LAB 07  | Fieldcraft/ Pre-Combat Inspections (PCI)/ Pre-Combat Checks (PCC)/ Load Out for FTX |
| Oct 13-15 | Battalion Field Training Exercise |
LAB 09  
Recovery/Inspections

LAB 10  
Range/ Orienteering

LAB 11  
Range/ Orienteering

LAB 12  
Land Navigation

LAB 13  
Turkey Bowl

Nov 21-24  
Fall Break (Thanksgiving Break)

LAB 14  
Retrain

LAB 15  
Awards Ceremony

5. Grading Policy

YOUR GRADE IS DIRECTLY TIED TO ATTENDANCE. There will be a total of 15 labs counted for grading purposes. Any absences or conflicts must be communicated in advance and BEFORE the lab. These can be confirmed through your primary MS instructor or me. The following grading scale will be used based on the 150 points possible.

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

14/15 Labs = A
12/15 Labs = B
11/15 Labs = C
6/15 Labs = D
5/15 or less = F

Make-up work will be assigned case-by-case for students with excused absences.

6. Attendance Policy:

Only the Instructor may grant permission for an excused absence. Unexcused absences will result in zero credit for that lab. Excused absences will be coordinated before lab. Seven or more unexcused absences will result in failure of the course.

Character Development

NOTE: Your performance will be evaluated against required course end states and developmental outcomes throughout the year. This evaluation is the PMS’s assessment of your performance against the Army Leadership Requirements Model (ALRM).
Each Cadet is responsible and expected to attain (Know and Do) the individual requirements for each MS Level. The tasks are grouped into the ALRM Attributes and Competencies.

**Collaboration**
You are encouraged to work with your fellow Cadets and seek guidance from your instructor, MS IV Cadets, and other ROTC Cadres.

**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 the accommodation will harm 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, Chapter 5, paragraphs 5-6

**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 Form 2982 that acknowledges their understanding of the prohibitions listed in paragraph 5d (of Army Directive 2016-17) 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 one (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 six (6) months after the trainee has left the unit.

**Online Conduct**

- As members of the Army Team, our actions and interactions, on and off duty, online and offline, reflect upon the Army and our values. Every Soldier and Army Civilian is responsible for upholding the Army standards and values, applying all aspects to 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 and will NOT be condoned and will be subject to criminal, disciplinary, and/or administrative action.

- It is every individual’s (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 AR 600-20, Army Command Policy, paras. 1-4, 4-19; Chapter 7; AR 600-100, and the Professionalization of Online Conduct ALARACT.

**Academic Integrity**

Academic integrity is the responsibility of all university faculty students. Faculty members promote academic integrity in multiple ways, including providing instruction on the components of academic honesty and abiding by university policy on penalties for cheating and plagiarism.

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. falsifying or inventing any information, including citations, on an assigned exercise
3. and/or helping or attempting to help another in the 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
3. and incorporating the words or ideas of an author into one’s paper without giving the author due credit.

Please read the complete policy at


Withheld Grades Semester Grades Policy

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.

https://www.sfasu.edu/policies/course-grades-5.5.pdf

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/.

Title IX/Clery 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/.

Mental Health and Wellness

SFA values students’ mental health and the role it plays in academic and overall student success. SFA provides a variety of resources to support students' mental health and wellness. Many of these resources are free, and all of them are confidential.

**On-Campus Resource:**
SFA Counseling Service  
www.sfasu.edu/counselingservices  
Health and Wellness Hub (corner of E. College and Raguet)  
936.468.2401

**SFA Human Services Counseling Clinic**  
www.sfasu.edu/humanservices/139.asp  
Human Services, Room 202  
936.468.1041

**Crisis Resources:**  
Burke 24-hour crisis line: 1.800.392.8343  
National Suicide Crisis Prevention: 9-8-8  
Suicide Prevention Lifeline: 1.800.273.TALK (8255)  
Crisis Text Line: Text HELLO to 741-741

**Cell Phone Policy**

There is a reasonable expectation that students come to class with a cell phone without it being a distraction. Cellphones will either be OFF or on SILENT/VIBRATE. If there is a known issue or emergency, coordinate with the instructor prior to the start of class
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. working, living, recreational environments (both on and off-post housing), and utilizing electronic media

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 class that will not be available before the beginning of class. Students will be expected to reference the materials before the corresponding lesson.