Instructor

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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 1202/2202 (MILS 2107) and MILS 3302/4302 (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**

<table>
<thead>
<tr>
<th>LAB 01</th>
<th>Welcome Back Lab</th>
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<tr>
<td>LAB 02</td>
<td>Ambush</td>
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<tr>
<td>LAB 03</td>
<td>Raid</td>
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<tr>
<td>LAB 04</td>
<td>Movement to Contact</td>
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<tr>
<td>LAB 05</td>
<td>Attack to Defense</td>
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<tr>
<td>BN FTX</td>
<td>Tentative 23-25 Feb 24</td>
</tr>
<tr>
<td>LAB 06</td>
<td>Range (MS I/IIIs)/ Land Nav (MS IIIIs)</td>
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<tr>
<td>LAB 07</td>
<td>Range (MS IIIIs)/ Land Nav (MS I/IIIs)</td>
</tr>
<tr>
<td>09-17 Mar 24</td>
<td>Spring Break</td>
</tr>
<tr>
<td>LAB 09</td>
<td>PCC/PCI MPFTX</td>
</tr>
<tr>
<td>MPFTX</td>
<td>22-24 Mar 24</td>
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<tr>
<td>LAB 10</td>
<td>Retrain Lab</td>
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</tbody>
</table>
LAB 11  Day/Night Land Navigation
LAB 12  Skills Lab (MS IIIs)/ TCCC + Commo (MS I/IIs)
LAB 13  Skills Lab (MS I/IIs)/ TCCC + Commo (MS IIIIs)
Nov 21-24  Fall Break (Thanksgiving Break)
LAB 14  Advance Camp Prep (MS IIIIs)
LAB 15  Military Ball

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.

Student Ethics and Policy

Institutional Absences (HOP 04-110)
An Institutional Absence may be granted to a student who participates as a representative of the University in academic (including research), extra- or cocurricular, or athletic activities. Students will be excused for institutional purposes from otherwise required academic activity only when a valid Institutional Absence is approved by the appropriate administrative unit or official and the documentation of approval is provided to the faculty member at least five (5) days in advance.

Institutional absences will not be approved for keystone events, defined as: a special or unique assignment, test, project, experience, or other academic exercise identified by the Faculty member as critical for successful completion of standards of the class and unable to be missed. These events must be identified on the syllabus at the beginning of the semester and communicated to the students. Events added to the syllabus at a later date will not qualify for Keystone Event status. Keystone Events where the date/time is changed will no longer be considered a Keystone Event. Students should make themselves aware of any Keystone Events identified in the syllabus to ensure there are no conflicts.

For keystone events where the assignment dates vary, it is incumbent upon the students to work with their faculty member to not select a conflicting date.

More information on Institutional Absences, including how to apply, can be found at https://www.sfasu.edu/deanofstudents/student-resources/institutional-absences.

Code of Student Conduct and Academic Integrity (HOP 04-106)

The Code of Student Conduct and Academic Integrity (HOP 04-106) outlines the prohibited conduct by any student enrolled in a course at SFA. It is the responsibility of all members of all faculty, staff, and students to adhere to and uphold this policy.

Articles IV, VI, and VII of the new Code of Student Conduct and Academic Integrity outline the violations and procedures concerning academic conduct, including cheating, plagiarism, collusion, and misrepresentation. Cheating includes, but is not limited to: (1) Copying from
the test paper (or other assignment) of another student, (2) Possession and/or use during a
test of materials that are not authorized by the person giving the test, (3) Using, obtaining, or
attempting to obtain by any means the whole or any part of a non-administered test, test key,
homework solution, or computer program, or using a test that has been administered in prior
classes or semesters without permission of the Faculty member, (4) Substituting for another
person, or permitting another person to substitute for one’s self, to take a test, (5) Falsifying
research data, laboratory reports, and/or other records or academic work offered for credit,
(6) Using any sort of unauthorized resources or technology in completion of educational
activities.

Plagiarism is the appropriation of material that is attributable in whole or in part to another
source or the use of one’s own previous work in another context without citing that it was
used previously, without any indication of the original source, including words, ideas, illustrate,structure, computer code, and other expression or media, and presenting that material as one’s own academic work being offered for credit or in conjunction with a
program course or degree requirements.

Collusion is the unauthorized collaboration with another person in preparing academic
assignments offered for credit or collaboration with another person to commit a violation of
any provision of the rules on academic dishonesty, including disclosing and/or distributing the contents of an exam.

Misrepresentation is providing false grades or résumés; providing false or misleading
information in an effort to receive a postponement or an extension on a test, quiz, or other
assignment for the purpose of obtaining an academic or financial benefit for oneself or
another individual or to injure another student academically or financially. For additional information, go to https://www.sfasu.edu/docs/hops/04-106.pdf.

Withheld Grades Semester Grades Policy (HOP 02-206)

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
coursework 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 to compute the grade point average. For additional information, go to https://www.sfasu.edu/docs/hops/02-206.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 promptly may delay your accommodations. For additional information, go to [http://www.sfasu.edu/disabilityservices/](http://www.sfasu.edu/disabilityservices/).

**Student Wellness and Well-Being**

SFA values students’ overall well-being, mental health and the role it plays in academic and overall student success. Students may experience stressors that can impact both their academic experience and their personal well-being. These may include academic pressure and challenges associated with relationships, emotional well-being, alcohol and other drugs, identities, finances, etc.

If you are experiencing concerns, seeking help, 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.

**Other important course-related policies:**

***Other SFA policy information is found in the [Handbook of Operating Procedures (HOP)](http://www.sfasu.edu/handbookofoperatingprocedures).***

**IX: Resources**

**On-campus Resources:**

- **The Dean of Students Office** (Rusk Building, 3rd floor lobby)
  
  [www.sfasu.edu/deanofstudents](http://www.sfasu.edu/deanofstudents) 936.468.7249 dos@sfasu.edu

- **SFASU Counseling Services** • [www.sfasu.edu/counselingservices](http://www.sfasu.edu/counselingservices)
  Health and Wellness Hub (corner of E. College and Raguet) • 936-468-2401

- **SFASU Human Services Counseling Clinic** • [www.sfasu.edu/humanservices/139.asp](http://www.sfasu.edu/humanservices/139.asp)
  Services Room 202 • 936-468-1041

- **The Health and Wellness Hub** “The Hub”
  Location: corner of E. College and Raguet St.
    - To support the health and well-being of every Lumberjack, the Health and Wellness Hub offers comprehensive services that treat the whole person – mind, body and spirit. Services include:
      - Health Services
      - Counseling Services
      - Student Outreach and Support
      - Food Pantry
      - Wellness Coaching
      - Alcohol and Other Drug Education
  
  [www.sfasu.edu/thehub](http://www.sfasu.edu/thehub)
936.468.4008
thehub@sfasu.edu

- **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