INSTRUCTOR BIOGRAPHY

[Write a little something about yourself relevant to this particular course. Note: This will be posted to the Worldwide Web.]

I. INTRODUCTION

A. This course discusses leadership techniques and training, military ethics, combat and field orders, military maps and grid system.

B. Military leaders have many responsibilities regarding inspections to meet standards and movement of personnel. The course presents guidelines for planning conducting inspections as well as drill and ceremony commands.

C. This course is required to meet curriculum requirements for the Central Texas College Associate of Applied Science degree in Applied Management-Military Science specialization. Prerequisite: MTMS 1170 or consent of an appropriate college official.

II. OVERALL OR GENERAL OBJECTIVES OF THE COURSE

Upon successful completion of this course, Military Science II, the student will be able to:
A. Define and discuss the concept of leadership, its four factors and three military styles.
B. Identify the concepts of military ethics.
C. Issue field and combat orders.
D. Acquaint the student with the type, tasks, and function of military inspections.
E. Perform drills and commands to lead/march troops from one place to another.
F. Acquire the ability to read and use a military map.
III. INSTRUCTIONAL MATERIALS

A. The instructional materials identified for this course are viewable through http://www.ctcd.edu/im/im_main.asp

Required Student Textbook:

Last Name, F. (Year Published). Book Title in Italics. (#st/nd/rd ed.) Publisher City: Publisher Name. (be sure to indent on second and any lines after the first)

ISBN: (Enter ISBN here)

B. Reference:

FM 3-25-26, Map Reading and Land Navigation; FM 22-5, Drill and Ceremonies; FM 22-100, Army Leadership; AR 623-205, Preparing Efficiency Reports.

IV. COURSE REQUIREMENTS

A. Your first responsibility is scholarship. The grade you receive for this course will not be the grade of the instructor, but rather the grade you and you alone make.

B. You should attend class regularly and be prepared to participate in classroom discussions and to take unannounced quizzes relating to text assignments and lecture material presented from the beginning of the course. Please refer to ‘Class Attendance and Course Progress’ under the Academic Policies section in our current Central Texas College (CTC) Course Catalog.

C. You are encouraged to give your best effort throughout the course. From the beginning, you should plan for a steady, organized, and continuous effort, which in the long run will prove more effective for your final grade than a last minute cram policy. Your course grade is not determined solely by exam grade. Such factors as class participation, initiative, attendance, and individual research papers or projects will be considered in grade computation.

D. From time to time, special library and/or outside assignments will be made to members of the class individually and/or in groups. You are expected to read all assignments and fulfill your responsibilities to any group assignment.

E. You are expected to read all assigned material and bring your textbook/reading materials to class. Keep informed on all assignments, especially after an absence.

F. Good class notes are indispensable for earning a good grade, since both the material assigned and that discussed in class will be the basis for examination material.
G. Scholastic Honesty: All students are required and expected to maintain the highest standards of scholastic honesty in the preparation of all coursework and during examinations. The following are considered examples of scholastic dishonesty:

- **Plagiarism**: The taking of passages from the writing of others without giving proper credit to the sources.

- **Collusion**: Using another’s work as one’s own, or working together with another person in the preparation of work, unless such joint preparation is specifically approved in advance by the instructor.

- **Cheating**: Giving or receiving information on examinations.

H. Special Work: A term paper or other project, per requirements of the instructor, will be required. The subject must be appropriate for the course material. Check with the instructor when you have made a selection. The value is indicated in the semester grade computation and has considerable weight on your final average.

**Example: (Adjust as necessary for your class)**

**HOMEWORK:** (Choose three of the six) any extra will be an additional 10 bonus points. All homework will be turned in at the beginning of class and discussed verbally to the class if you so choose for an extra 3 bonus points.

- **Homework 1**: Type a short 250 paper explaining why you signed up for this class.
- **Homework 2**: Type a short 250 paper explaining army pay scale and if you agree or disagree.
- **Homework 3**: Type a short 250 paper explaining what you would change if you change anything in the military.
- **Homework 4**: Bring in an article on one of the most significant events that you think has happened to the US and Type a short 250 paper explaining what the significance is.
- **Homework 5**: Type a short 250 paper explaining if you could change your MOS, what it would be and why.
- **Homework 6**: Type a short 250 paper explaining if you think that we should be deployed in support of OEF, why or why not.

**POWERPOINT PRESENTATION:** (Adjust as necessary for your class)

Each person will have to do a group or individual Presentation which is worth 100 points on a military controversial topic approved by me. You will be assigned the presentation topic the first day of class. You can do it by yourself or in a group of two. See PPT grading template---

Sample topics would be: Should women be able to hold any military position? Using torture techniques for info? Fraternization? Military ROE? Budget vs Government spending; Troop Drawdown

**Brochure:** (Adjust as necessary for your class)
BROCHURE REQUIREMENTS- Military Invention or Improvement

For your final you will come up with an invention that you could sell to the military or improve upon something that we are already using.

Must be a tri-fold brochure basic 3-fold brochure design with six panels.
Must be in color
Must explain one of the four major unit topics
Must have pictures
Must have a 3-bibliography / sources on the back of the brochure

REMEMBER:

Does the brochure design on the front cover get the readers’ attention with an emotional appeal, a provocative question, or a benefit statement?

The front page (panel 1) is used to grab attention and get the reader to want to open the brochure and see what is inside. Remember, if the reader doesn't look inside, your brochure design has failed.

So use a benefit headline, or a picture that is worth a thousand words, plus a benefit headline. If your front panel just shows your company name and logo, you will get disappointing results. With good brochure design, the front panel is an advertisement.

When the brochure is opened, the reader sees the center spread - panels 2, 3 and 4. You want to take full advantage of all of this space by spreading across all three panels. Strict adherence to columns can be a mistake. It will look cluttered, boxy, and hard to read.

Your inside headline can cross over the three panels. Photos and illustrations can stretch. Copy blocks or boxes can go across the panels. You have a full-page, full-color, full-impact advertisement. Use it.

The most common mistake people make is trying to cram in too much text. Be careful with your brochure design. You should not fill in all the white space and you do not have to list every bit of information. You want your brochure design to be inviting and easy to read. Use short sentences, short paragraphs, and clear visuals.

Panel 5 in your brochure design is a good place for testimonials if you so choose. Make sure to give the person's name, and preferably their contact information.

Panel 6 should emphasize your call to action. Tell the reader exactly what you want them to do, tell them how to do it, and tell them to do it right now. Make it as easy as possible to contact you. That is an effective brochure design.

FINAL EXAM: Will be given the last day of class. Study sheet to follow.
EXTRA CREDIT: Bring a current event article and speak about it verbally to the class. Must have article printed out. It is worth 5 points apiece and a max of one per class.
V. EXAMINATIONS

There will be a minimum of two major examinations and a written paper or project as follows:

1. Mid-term exam on [date]
2. Final exam on [date]
3. Term Paper and/or Term Project (please specify) due on [date]

B. A student must be present for all examinations. Students who know in advance that they will be absent from an examination due to valid reasons must arrange to take an early examination. Unexpected absences due to illness or extenuating circumstances will require the student to see the instructor about individual make-up work.

C. Students without excused absences will be given a zero for the missed examination.

D. Examinations will consist of both objective (true/false, multiple choice, fill in-the-blank, and matching) and subjective (short answer and essay) questions. Students must be able to communicate both orally and in written form, thus some questions requiring the composition and writing of an essay answer will be required.

VI. SEMESTER GRADE COMPUTATION
(Adapt to your class as needed.)

<table>
<thead>
<tr>
<th>EXAM</th>
<th>POINTS</th>
<th>POINTS</th>
<th>GRADES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assignments &amp; Quizzes</td>
<td>200</td>
<td>900-1000</td>
<td>A=4 pts/sem hr</td>
</tr>
<tr>
<td>Mid-term Exam</td>
<td>250</td>
<td>800-899</td>
<td>B=3 pts/sem hr</td>
</tr>
<tr>
<td>Final exam</td>
<td>350</td>
<td>700-799</td>
<td>C=2 pts/sem hr</td>
</tr>
<tr>
<td>Participation</td>
<td>50</td>
<td>600-699</td>
<td>D=1 pt/sem hr</td>
</tr>
<tr>
<td>Term Paper/Term Project</td>
<td>150</td>
<td>0-599</td>
<td>F=0 pts/sem hr</td>
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<td>----------------------------</td>
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<tr>
<td>TOTAL</td>
<td>1000</td>
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A term paper or term project is expected from all students. Students may vary in their competency levels on these abilities, so the instructor may need to revisit the term paper concept during the course.

VII. NOTES AND ADDITIONAL INSTRUCTIONS FROM COURSE INSTRUCTOR

A. **Tuition refunds** are made only in the case of class cancellation or official and timely withdrawal from CTC or from a course. Please refer to the current course catalog for more details.
B. **GoArmyEd** students should contact their education counselor before withdrawing and are required to withdraw through the GoArmyEd portal.

**Please note: a military withdrawal does not override CTC’s grading policy.**
For **self-pay students**, refunds are computed from the date the Application for Withdrawal or Refund is filed with the CTC Field Representative or designated Student Services Officer. Special conditions apply to students who receive federal, state, and/or institutional financial aid.

**Tuition and fees paid directly to the Institution** by the Veterans Administration, Title IV (Financial Aid Programs, a sponsor, donor, or scholarship shall be refunded to the source rather than directly to the students.

C. **Course Withdrawals, Student Responsibilities:** It is the student’s responsibility to officially withdraw from a course. The instructor cannot initiate a withdrawal based upon a student’s request. Rather, students must initiate the withdrawal with the designated Education Center Representative, through the CTC Field Representative or the Student Services Officer for that region.

Applications for Withdrawal will be accepted at any time before the completion of 75% of the course, after which time the student will be assigned an “FN”- “Failure for Non-attendance.”

D. **Incomplete / Course in Progress Grade Policy:** An “IP” or “Incomplete” grade may be assigned by an instructor if a student has made satisfactory progress in a course with the exception of a major quiz, final exam, or other project. The “IP” grade may also be assigned based on circumstances beyond a student’s control, such as personal illness, death in the immediate family, or military orders. Notice of absences, with supporting documentation, may be required by the instructor. The instructor makes the final decision concerning the granting of the incomplete grade. With an “Incomplete” grade, students are required to complete a set amount of work before the instructor will submit an official letter grade.

E. **Cellular phones, beepers, and other electronic devices** will be turned off while the student is in the classroom or laboratory unless the student is using the device for class purposes. No texting or social networking is allowed during class.

F. **Instructor Discretion:** The instructor reserves the right of final decision in course requirements.

G. **Civility:** Individuals are expected to be cognizant of what a constructive educational experience is and respectful of those participating in a learning environment. Failure to do so can result in disciplinary action up to and including expulsion.

**VIII. COURSE OUTLINE** *(Please enter the dates or session number of when you plan on going over each of the units below – include when assignments are due and*}
when exams are scheduled.)

Note:
The instructor has the right to change the course schedule. Any changes will be announced in class. If the student misses a class period and changes are announced, it is the student’s responsibility to receive the missed information from a classmate or the instructor.

**WEEK 1: A. Unit One: Leadership Styles and Techniques**

1. **Unit Objectives:** Upon successful completion of this unit, the student will be able to:
   a. Define leadership and management.
   b. Describe the four factors of military leadership.
   c. Recognize the 11 principles and 9 competencies of military leadership.
   d. Describe the three styles of military leadership and discuss the concept of situational leadership.
   e. Recognize situational conditions and apply the appropriate style to successfully manage the activity or event.
   f. State the five types of leadership counseling and demonstrate an understanding of the function and purpose of counseling.

2. **Learning Activities:**
   a. Classroom lecture/discussion
   b. Practical exercise and role playing
   c. Student homework/study

3. **Training Aids and Equipment:**
   a. Vu-graph, screen, and overhead slides, if available
   b. Practical exercises and role playing situational handouts
   c. Classroom writing boards and facilities

**WEEK 2: B. Unit Two: Military Ethics**

1. **Unit Objectives:** Upon successful completion of this unit, the student will be able to:
   a. Name the four elements of Army ethics.
   b. Define an ethical "dilemma" and apply ethical problem solving techniques.

2. **Learning Activities:**
   a. Classroom lecture/discussion
   b. Individual or group ethic problem solving exercise
   c. Student homework/study

3. **Training Aids and Equipment:**
WEEK 3: C. Unit Three: Combat and Field Orders

1. **Unit Objectives**: Upon successful completion of this unit, the student will be able to:
   a. State the definition of a combat order.
   b. State the three types of combat orders.
   c. Discuss the purpose, basic format, and content of each type of order.
   d. Discuss key points to consider when receiving orders from superiors.

2. **Learning Activities**:
   a. Classroom lecture/discussion
   b. Student homework/study

3. **Training Aids and Equipment**:
   a. Vu-graph, screen, and overhead slides, if available.
   b. Classroom writing boards & facilities.

WEEK 4: D. Unit Four: Inspections and Drills

1. **Unit Objectives**: Upon successful completion of this unit, the student will be able to:
   a. Discuss the purpose of a military inspection.
   b. Identify the five types of military inspections.
   c. Identify the six major steps in the planning and conducting of a military inspection.
   d. Discuss what is meant by "good fit and appearance" of Army uniforms.
   e. Discuss Commands and Command Voice.
   f. Describe common stationary drill and ceremony movements.
   g. Describe steps and marching.
   h. Describe formations and movement.

2. **Learning Activities**:
   a. Classroom lecture/discussion
   b. Demonstration and student performance
   c. Student reading assignment and practices

3. **Training Aids and Equipment**:
   a. Instructor presentation with demonstrator
   b. Classroom and/or outdoor open area

WEEK 4: E. Unit Five: Map Reading
1. **Unit Objectives**: Upon successful completion of this unit, the student will be able to:
   a. Identify marginal map information and recognize terrain features.
   b. Determine grid coordinates and elevation.
   c. Measure straight line and road distances.
   d. Determine and measure direction.
   e. Computer intersection and resection coordinates and directions.

2. **Learning Activities**:
   a. Classroom lecture/discussion
   b. Practical exercises and problem solving requirements
   c. Student homework/study

3. **Training Aids and Equipment**:
   a. Vu-graph, screen, and overhead slides, if available
   b. Practical exercises and handouts