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. An applied management course at the advanced leadership level, this course concentrates on the mid-level management and leadership skills required to employ assets at higher levels of command. The course covers situational AND battle analysis, staffing procedures, communications, planning/organizing battle operations, and public speaking.

B. This course is required to meet curriculum requirements for the Central Texas College Associate of Applied Science degree in Applied Management - Military Science specialization and as an elective in other programs.

C. This course is occupationally related to all military career fields and serves as preparation for jobs in the business world.

D. Prerequisite: MTMS 1270 or consent of an appropriate college official.

II. OVERALL OR GENERAL OBJECTIVES OF THE COURSE

Upon successful completion of this course, Military Science III, the student will be able to:

A. Discuss the planning, rehearsing, organizing and execution of military Battle Drills to survive in combat.

B. Identify and discuss military Warning, Operations, and Fragmentary Orders.

C. Prepare a unit to successfully occupy and secure a Patrol Base.

D. Explain the priorities of work Patrolling.

E. Prepare and conduct a military briefing and oral presentation.
III. INSTRUCTIONAL MATERIALS

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B. References:
   a. ADP 5-0 The Operations Process, 5 April 2012
   b. FM 3-21.10 The Infantry Rifle Company; 27 July 2006
   c. FM 3-21.20, The Infantry Battalion; 13 December 2006
   d. ADP 6-22, Army Leadership; 1 August 2012
   e. ATTP 3-90.4 Combined Arms Mobility Operations, 10 August 2011
   f. FM 3-21.8 The Infantry Rifle Platoon and Squad; 28 March 2007

C. Supplemental Readings:

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 crash-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.

**Sample**: Current Event Article Reports: In addition to text readings, each student will prepare two business related current event article reports. Each student will:

- a) Select two articles from a current (within the past 30 days) publication (newspaper, news magazine, etc.).
- b) Summarize the articles by stating the main points in your own words.
- c) State your conclusions (opinions) about the articles.
- d) Ensure that the summaries and conclusions do not exceed one page.
- e) Ensure the reports are typed and a copy of each article is furnished with the report.

Deadlines for turning in the two article reports will be given by the instructor. One article report will be presented orally to the class. There is a five point penalty for each late report. The requirement counts 45 points towards the final grade.

V. EXAMINATIONS

A. 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>
</tr>
</tbody>
</table>

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TOTAL                     1000

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.

H. **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.

A. **Unit One: Battle Drills**

1. Unit Objectives: Upon successful completion of this unit, the student will be able to:
   a. Identify and discuss the various types of battle drills.
   b. Discuss squad formations, movement techniques, and how small units maneuver effectively on the battlefield.
   c. Understand the fundamentals of the offense and techniques for conducting offensive operations.
   d. Understand the fundamentals of the defense and techniques for conducting defensive operations.
   e. Identify the main characteristics of battle drills which include speed, minimal leader commands, trained responses, and sequential actions.

2. Learning Activities:
   a. Classroom lecture/discussion
   b. Student read ahead homework/study
   c. Practical exercises and case study analyses
   d. Case study supplement

3. Equipment and Materials:
B. Unit Two: Operations Orders

1. Unit Objectives: Upon successful completion of this unit, the student will be able to:

   a. Apply Army operations, doctrine and methodology in order to produce doctrinally sound plans that are conveyed to subordinates.
   b. Identify and explain the five-paragraphs to an Operations Order.
   c. Distinguish the difference between a Platoon and Squad operations order.
   d. Prepare a terrain model or sketch along with a map to explain an Operation Orders.

2. Learning Activities:
   a. Classroom lecture/discussion
   b. Student homework/study
   c. Create a fully developed Operations Order
   d. Set up and organize a terrain model

3. Equipment and Materials:
   a. Instructor-prepared handouts, PowerPoint slides
   b. Projector and computer
   c. ADP 5-0 The Operations Process
   d. FM 3-21.10 The Infantry Rifle Company
   e. FM 3-21.20, The Infantry Battalion

C. Unit Three: Patrolling and Patrol Base Operations

1. Unit Objectives: Upon successful completion of this unit, the student will be able to:

   a. Identify and discuss patrolling as it pertains to missions for gathering information or to conduct combat operations.
   b. Discuss the importance of link up procedures.
   c. Describe and demonstrate methods of patrol base occupation.
   d. Discuss terrain considerations and security measures of patrol base operations.

2. Learning Activities:

   a. Classroom lecture/discussion
   b. Student homework/study

3. Equipment and Materials:
   a. Instructor-prepared handouts, PowerPoint slides
   b. Projector and computer
D. **Unit Four: Military Briefings and Oral Presentations**

1. **Unit Objectives:** Upon successful completion of this unit, the student will be able to:

   a. Identify and discuss resources and military publications for training information and for audio-visual support.
   b. Write training objectives in accordance with appropriate military guidelines.
   c. Identify and describe the four types of Army briefings: information, decision, mission, and staff.
   d. Outline a briefing and plan for the use of audio-visual aids.
   e. Demonstrate a comprehension of oral presentation skills by conducting a fifteen-minute briefing using audio-visual aids.
   f. Compare and contrast military briefings from civilian sector briefing.

2. **Learning Activities:**
   a. Classroom lecture/discussion
   b. Student homework/study
   c. Student presentation and critique

3. **Equipment and Materials:**
   a. Instructor-prepared handouts
   c. ADP 5-0 The Operations Process
   d. Lesson 9 Supplementary handout