**COURSE NAME**: AFJROTC Principles of Management (also known as Management of the Corps)

**CREDIT HOURS:** One elective credit.

**INSTRUCTOR’S NAMES:** Lt Col Nelson and MSgt Garcia

School WEBSITE: gbhsafjrotc.weebly.com (has the Cadet Guides on the site)

**REQUIRED TEXT:** *Principles of Management;* Texts are property of the US Air Force and will be issued when needed. We will also use parts of AF Manual 36-2203, Personnel Drill and Ceremonies, V-2627, Student Workbooks, Selected Video Tapes/DVDs, and the Cadet Guide and Operations Supplement 1&2

**COURSE DESCRIPTION**: In accordance with Air Force policy, this class is composed of three separate, integrated curriculums—40% aerospace science, 40% leadership, & 20% physical training/wellness.

Students are responsible for the management, mentoring, & conduct of the cadet program while under the supervision of their instructors. This hands-on experience affords them the opportunity to put the theories of previous leadership courses into practice. They are able to practice their communication, decision-making, personal-interaction, managerial, and organizational skills in real situations.

**Objectives:**

* Apply the theories and techniques learned in previous leadership courses.
* Know how to develop leadership and management competency through participation.
* Apply strengthened organizational skills through active incorporation.
* Know how to develop confidence in ability by exercising decision-making skills.
* Apply Air Force standards, discipline, & conduct.

**Leadership Curriculum:** *Leadership IV: Principles of Management* textbook is a guide to understanding the fundamentals of management, managing yourself, & others. We will work our way through Units 1-4. Emphasis is placed on allowing the student to see himself/herself as a manager. Every organization, regardless of size, faces the challenge of managing operations effectively. No matter how well a manager carries out his or her job, there are always ways of doing at least part of the task more effectively. There are four building blocks of leadership considered in this text from the military & civilian perspective. Attention to these four areas will form a strong foundation for a capability to lead others – something that can be very valuable to you for the rest of your life. The four areas are Management Techniques, Management Decisions, Management Functions, & Managing Self and Others.

**Objectives:** Comprehend the …

* importance of management.
* techniques and skills involved in making management decision.
* concepts and skills of problem solving, decision-making, and negotiating.
* importance of managing yourself and others.

**Physical Training/Wellness Program:** The Wellness/Physical Fitness portion will incorporate the Cadet Health and Wellness Program (CHWP). The CHWP is an exercise program focused upon individual base line improvements with the goal of achieving a Presidential Physical Fitness standard calculated with age and gender. The goal of the CHWP is to motivate JROTC cadets to lead active, healthy lifestyles beyond program requirements and into their adult lives. Cadets will be given the opportunity to put into practice the wellness concepts that are taught in Leadership Education I. It will help you identify areas where you need improvement & to incorporate needed physical training to achieve desired goals.

**Objective:**

* Motivate JROTC cadets to lead active, healthy lifestyles beyond program requirements

**Additional Course information:**

1. **Uniform Day**: **Monday is uniform and drill day.** You will wear the uniform to school & wear it all day for a grade. You will be inspected during your assigned class & monitored periodically during the day for proper wear & care of the uniform. **It is very important to note** that wearing the uniform once a week and complying with Air Force appearance standards while in uniform is a requirement for this course. **Failure to wear the uniform will result in a grade of zero. The uniform inspection grade may be made up by wearing the uniform any of the three school days following uniform day. Habitual failures to wear the uniform will be considered indifference to training and will be recommended for dismissal from the program.** Until a uniform has been issued to you will wear your JROTC polo shirt and khaki pants/shorts and be graded on how you comply with Air Force grooming standards (i.e. haircut for the boys) and school clothing requirements as detailed in the Student Code of Conduct. If you miss Wednesday’s uniform inspection with an unexcused absence, you have three school days to make up the grade. The first day after the absence the highest inspection grade will be an 89; two days 79, three days 69. If the absence is excused, you must wear the uniform the next school day.
2. **Academic lessons** will be presented on Tuesdays and Thursday. **Leadership Lessons** will presented on Wednesdays.
3. **PT/Wellness Day:** **Friday** will be PT/Wellness day. **PT shirt and shoes appropriate for athletics are required**. You will receive a PT grade for wearing the PT shirt, black shorts/pants, gym shoes and for participating.
4. **Notebooks:** You are required to have a notebook or folder where you will keep your notes and all handouts. You must bring your notebook to class every day. Notebooks will be checked for completeness periodically for a grade.
5. **Grading Procedures:** There are three categories of grades in this course: aerospace science (AS), leadership (LE), & Physical Training/Wellness (PT). Grades carry equal weight within each category. The three categories are combined at the end of the grading period for your final grade. AS grades are weighted 40% of the final, LE grades are weighted 40 %, & PT grades are weighted 20 %. As mandated by the school district, there is a final exam worth 10% of your total/final grade each semester. Grades are the traditional 90 and above for an A; 80 and above is a B; 70 and above is a C; and 60 and above is a D. Please use the internet to track grades.
6. **Drill** is an integral portion of this course & you can expect to drill outside a few times a week. Proper foot wear must be on-hand for drill performance**--please wear or bring to school, shoes for drill throughout the week**. Sandals, Crocs, flip-flops, heels, etc., are not appropriate for marching. You will receive an LE grade for wearing the appropriate shoes and participation.
7. **Classroom Procedures:**
* Be standing quietly beside your desk at parade rest prior to the bell.
* No homework will be accepted late without parent explanation attached.
* Follow the instructions of your cadet chain of command and instructors without quibbling.
* Follow all district and school rules regarding conduct; and follow the Cadet Code
* **Only bottled water is allowed in the classroom**.
* Bathroom pass will only be used for emergencies…try to use facilities between classes.
* Always be ready to learn. Do not lay down on the desks.
* No cell phones in class.
1. **$30 Activity Fee**—you will receive two Air Force shirts (1 embroidered Polo Shirt $17, 1 PT shirt $9, & a ticket to our annual dinner party called “Dining In”, in September). Please speak privately with an instructor to resolve any financial problems.

9. **Instructor Contact Information:**

* Email: You can email Lt Col Nelson at Nelsonk@santarosa.k12.fl.us and MSgt Garcia at Garciar@santarosa.k12.fl.us

10**. Grade information:** GBHS has a method available for students & parents to see student's progress.  Please see the school’s website: <http://www.santarosa.k12.fl.us/gbh> - click on “Dolphin Grade Online” and follow

the screen prompts.