



**DEPARTMENT OF THE AIR FORCE
AIR UNIVERSITY (AETC)**

15 Aug 25

MEMORANDUM FOR AS 2210 STUDENTS

FROM: AFROTC Detachment 165/Professor of Aerospace Studies

SUBJECT: AS 2210 "Air and Space Power Fundamentals I" Course Syllabus

1. **Instructor:** Lt Col Kelly Sharbel
Office: (404) 894-8330
Email: ksharbel3@gatech.edu
Office Hours: By appointment (primarily M-W-F)
2. **Textbooks:** All Materials are online on **Canvas** & at **www.holmcenter.com**
 - Holm Center AS 200 Student Reader (provided digitally/required)
 - AFH 33-337, The Tongue and Quill (provided digitally/required)
3. **Class Schedule:** Tuesdays 1000 to 1100
4. **Course Description:** Aerospace Studies 2210 is a survey course designed to provide a fundamental understanding of both leadership and team building. It is imperative that students are taught the beginning that there are many layers to leadership, including aspects that do not always come to mind. Such things include listening, understanding themselves, being a good follower, and problem solving efficiently. The students will apply these leadership perspectives when completing team building activities and discussing things like conflict management. Students should demonstrate basic verbal and written communication skills. Students will apply these lessons at Field Training, which follows AS200.
5. **Course Goals:** By the end of the semester, you should have a basic understanding of listening, understanding yourselves, being a good follower, and problem solving. You will apply these leadership perspectives during team building activities and throughout your cadet career.
6. **Class Preparation:** I expect **everyone** to be prepared for each class. This includes reading assigned material, being prepared to answer instructor questions, and participating in class discussions. Ten percent of your grade is based on attendance and classroom participation; it is in your best interest to be prepared.
7. **Attendance Policy** ATTENDANCE COUNTS towards your grade. Roll call will be taken each class. Unexcused absences or tardiness will result in points deducted from the Participation portion of your grade. All absences will be unexcused unless determined otherwise by the instructor. All absences require you to submit an Official Memorandum (OM) IAW the Tongue & Quill justifying the absence and turn it in either before the missed class or NLT the start of the next class. AFROTC requires you to attend a minimum of 80% of all classes to

be eligible for a passing grade, so **if you miss more than 20% (3) of the classes you automatically fail the course.** Cross-town schools may have a different academic calendar than Georgia Tech. Coordinate with me on potential absences due to your institution’s academic calendar, these absences are automatically excused. The class leader is responsible for the class roster for attendance turn-in. All students are responsible for all material presented in the class if you are absent. Conflict cadets must coordinate with me to make up all missed objectives or misses will be considered an unexcused absence.

8. Course Evaluation:

Item	Points/Weight	GRADE SCALE (%)
Final	25%	A = 90 - 100
Official Memorandum	25%	B = 80 - 89
Official Email	15%	C* = 70 - 79
Individual Briefing	25%	D = 60 - 69
Participation	10%	F = <60

* AFROTC Cadets: Academic Retention Standards (ref AFROTCI 36-2011) require that AFROTC Cadets must earn a grade of "C" or better in AS classes and LLAB. Failure to achieve a grade of "C" or better in this course will result in removal from the AFROTC program. Additionally, AFROTC Cadets are required to be "full-time" (minimum 12 credit hours) every semester except the semester they commission/graduate. Should any changes come to full-time student status, the cadet must report changes to his or her primary instructor immediately.

9. Evaluation: All assignments must be submitted on the same day that they are due. Items turned in late will be assessed with a one letter grade penalty or 10% deduction (e.g. a “B” paper would get “C” if late). If an assignment exceeds three days past due, it will result in an automatic 0%.

- a. Participation: Grade based on my evaluation of your performance in class and attendance. This will include any quizzes or other assignments that I elect to assign, your participation in class, military professionalism, bearing, attendance, and punctuality.
- b. Papers: One Official Memorandum and one Official Email as described in Attachment 2.
- c. Classroom Briefings: Each student will deliver two briefings to the class: an individual and a group as described in Attachment 3. The class leader will create a schedule for the briefings.
- d. Final Exam: A final comprehensive exam will be administered covering lessons discussed during this semester. The Final exam will be administered in Canvas and will be completed outside of class during finals week. If the Exam is not completed by 9 Dec 25 at 1700, a 0% will be awarded.

10. Academic Integrity, Academic Freedom, USAF Core Values and Honor Codes:

Plagiarism, cheating and other misconduct will not be tolerated and may lead to dismissal from AFROTC.

ACADEMIC INTEGRITY

Uncompromising adherence to a code of ethics, morality, conduct, scholarship, and other values related to academic activity. All students and permanent-party personnel must adhere to the highest standards of academic integrity. They are prohibited from engaging in plagiarism, cheating, misrepresentation, unprofessional relationships, or any other act constituting a lack of academic integrity. Failure on the part of any individual to practice academic integrity reflects discredit both on the Air Force/Space Force and on the individual and is not condoned by Air University/Holm Center/AFROTC. All individuals who violate this instruction are subject to adverse administrative action including disenrollment and expulsion from school, disciplinary action, and discharge from the service. AFROTC cadets are held to the same academic integrity standards as other Air University students; however, they are not subject to punishment under the Uniform Code of Military Justice (UCMJ). If I determine that a violation of academic integrity standards took place, I will take appropriate action under AFROTC policy guidance, up to and including elimination of non-contract cadets or initiation of disenrollment investigations for contract cadets (Reference AUI 36-2309).

ACADEMIC FREEDOM POLICY

The free exchange of opinions and ideas is essential to the educational process and, to the greatest extent possible, faculty and students are encouraged to speak and write freely. Even in this academic setting, however, the importance of Air University/Holm Center/AFROTC's military mission requires limits on some types of expression. The following restrictions apply IAW Articles 88 and 89 of the UCMJ (for those to whom the UCMJ applies) and local restrictions/requests for those who are not subject to the UCMJ: Commissioned officers, officer trainees, and cadets may not use disrespectful words toward the President, Vice President, Congress, the Secretary of the Air Force, and others. In addition, military members may not make disrespectful remarks about superior commissioned officers. Faculty, students, and staff members should make every effort to indicate clearly that the opinions they express are personal to the member, and do not represent official views of Georgia Tech University, the U.S. government, and all units in between (Reference AUI 36-2308).

GEORGIA TECH HONOR CHALLENGE

I commit to uphold the ideals of honor and integrity by refusing to betray the trust bestowed upon me as a member of the Georgia Tech community

CADET HONOR CODE

"We will not lie, steal or cheat, nor tolerate among us anyone who does."

AIR FORCE CORE VALUES

Air Force Core Values: *Integrity First, Service Before Self and Excellence In All We Do.*

11. **Classroom Conduct:** I expect you to conduct yourself in a professional manner.
 - a. Customs and courtesies are integral to every successful officer and leader. Professional conduct should already be your habit. Correct and provide constructive feedback to your peers when customs and courtesies are deficient. Remember that you are

ambassadors for the United States Air Force and Department of Defense.

b. We practice the Air Force Training Manual's mutual respect model in our classrooms; I will not tolerate racial, sexual, or ethnic slurs or any unprofessional behavior.

c. Cadets are required to wear UOD and abide by cadet and military dress and appearance standards as outlined in AFI 36-2903. Special Students (non-cadets) will wear appropriate attire for the classroom.

d. Be in your seat and ready to learn by the time class is scheduled to start. When I enter the room at the start of class, the class leader will call the room to attention and report who is absent and if the class is ready for instruction. I will tell you to take your seats. If you are tardy, quietly take your seat and report to me at the conclusion of the class.

e. Eating and drinking are permitted as long as it is not a distraction and you clean up after yourself. The class leader is responsible for ensuring the room is clean and orderly.

f. Mobile devices may be utilized provided they are not a distraction to other students and it is used to compliment the topic of discussion.

g. Opening Procedures: The class will open and close with students' belongings in the determined standardized configuration. A cadet will stand by the door and call the room to attention upon Instructor breaking the plane of the door. The class leader will stand at the front-center of the class, facing the students. Instructor will then approach the opening cadet to get accountability. Opening Cadet will render a salute and state:

"Sir/Ma'am, the class is ready for instruction."

Followed by:

"All students present and accounted for"

OR

cadets not accounted for

(report non-accounted for cadets at end of class)

Instructor will return salute and tell class to take their seats. Cadets will sit at ATTENTION until placed at ease.

h. Closing Procedures: Instructor will notify class leader to prepare the class for dismissal (Cadets will not start standardizing until instructed to do so by class leader). Class leader will march to the front-center of the class, face the students at ATTENTION, and state "**Class prepare for dismissal.**" The class will then standardize their belongings and stand at PARADE REST once ready. Closing cadet will call the room to attention, face the Instructor, render a salute and state: "**Sir/Ma'am, the class is ready for dismissal.**" Instructor will return salute, exit the room, and typically state to carry-on (if not, carry on once Instructor has left the room).

12. Withdrawals: If you decide to withdraw from this class past the first week's drop date, **YOU MUST COMPLETE THE WITHDRAWAL FORM** from the Georgia Tech registrar, even if you are a crosstown cadet and your school has their own drop form. Like all classes, failure to drop the course means we must assign you a final grade based upon the criteria established.

13. Make-Up Policy: Students may complete missed work and receive partial credit if assignments are turned in within (3) days of the assignment due date. Items turned in late will be assessed a one letter grade penalty or 10% deduction (e.g. a "B" paper would get "C" if late). If briefings or papers require a redo, the highest grade possible is a "B." If a deadline is missed due to an emergency or hardship I will determine if a penalty is levied.

14. Accommodations for Students with Disabilities: If you are a student with learning needs that require special accommodation, contact the Office of Disability Services at (404)894-2563 or <http://disabilityservices.gatech.edu/>, as soon as possible, to make an appointment to discuss your special needs and to obtain an accommodations letter. Please also e-mail me as soon as possible in order to set up a time to discuss your learning needs.

15. Counseling: Initial counseling will be accomplished. During this session there will be a review of our expectations on professionalism and performance. We will review the AFROTC Form 48 that you are required to complete. You will have it signed by your academic advisor PRIOR to counseling. Initial Cadet Feedback will be completed at Semester Start and Term Cadet Feedback will be completed with each student during the month of October. Every cadet is required to sign up for a term counseling session via the class leader. If you feel you need additional counseling or you need to discuss individual concerns, we will set up a time to discuss your issues. Special students (non-AFROTC) are not required to complete a Form 48 nor term counseling, but are welcome to schedule a meeting with me. Special students are held to the same grading and attendance standards.

16. Miscellaneous: I want this class to be interactive and engaging in order to foster a successful learning environment. I expect you to share ideas freely and ask questions. This is an opportunity for continued growth and development as a future leader. I look forward to our Air Force discussions and watching you succeed in this program!

KELLY M. SHARBEL, Lt Col, USAF
Commander

Attachments:

1. Course Schedule - Fall 2025
2. Writing Assignments
3. Briefings

ATTACHMENT I: COURSE SCHEDULE (Tentative)- Fall 2025

DATE	LESSON	TITLE	NOTES
		AS2210	
19 Aug 25	1	AS200 Course Overview	
26 Aug 25	2	Ethical Decision-Making: Cheating	
2 Sep 25	3.1	Self-Awareness	
9 Sep 25	3.2	Self-Awareness	Official Memo Due
16 Sep 25	4	Listening	
23 Sep 25	5.1	Full-Range Leadership	
30 Sep 25	5.2	Full-Range Leadership	
7 Oct 25		Ga Tech Fall Break	NO CLASS
14 Oct 25	CSP 1	Individual Briefings	
21 Oct 25	CSP 1	Individual Briefings	
28 Oct 25	6.1	Followership	25 Oct 25 Withdrawal Deadline
4 Nov 25	6.2	Followership	
11 Nov 25	7.1	Team Building	Email Due
18 Nov 25	7.2	Team Building	
25 Nov 25	8	Initiative	
2 Dec 25	CSP 1	Remaining Individual Briefings	(if required)
4-9 Dec		Online Final Exam (Canvas)	DUE by 12/9 @1700

ATTACHMENT 2

AS200 Why I Joined AFROTC Memorandum

Activity: Official Memorandum

Paper Length: 1 page

Due: 9 Sep 25 by 1600

Activity Statement: Students will write a 1-page official memorandum in accordance with DAFH 33-337, *The Tongue and Quill*, about why they joined AFROTC.

CADET ACTIVITY

Students will reference AFH 33-337 to develop an OM and consider including the following:

- How/why you got involved with AFROTC
- How you have grown/developed since attending AFROTC
- What you hope to do in the Air/Space Force and why
- Why you should be appointed a commissioned officer in the military

GRADING RUBRIC

Grades will be formulated using the below rubric.

Format IAW Tongue & Quill	50%
Content	50%

AS200 Official Email

Activity: Writing-Email

Email Length: 200 Words

Due: 11 Nov 25 by 1600

Activity Statement: Students will send instructor a 200-word email formatted in accordance with *The Tongue and Quill*.

CADET ACTIVITY

Students will type and submit a 200-word email to their instructor. The signature block will not count towards the word total. Review chapter 12 of *The Tongue and Quill* for assignment expectations. The topic of this email is "Your Thoughts on AFROTC" as this is an opportunity to provide private feedback regarding your AS200 and overall AFROTC experience thus far.

Students should understand that, although email is often used for unofficial and informal communication outside of the Air and Space Forces, email is one of the ways the Air and Space Forces conducts official business and should be treated with the same level of importance as other methods of communication.

GRADING RUBRIC

Word count/Format/Grammar	50%
Content	50%

ATTACHMENT 3

Why I joined AFROTC Briefing

Individual Presentation

Briefing Length: 3-5 minutes

Briefings on 14 & 21 Oct and as required following 21 Oct

Activity Statement: Students will share their motivation for joining AFROTC with fellow students and instructor using content from the previously submitted Official Memorandum.

CADET ACTIVITY

Students will present a briefing to the class that mirrors the OM assignment regarding rationale for joining AFROTC:

- How/why you got involved with AFROTC
- How you have grown/developed since attending AFROTC
- What you hope to do in the Air/Space Force and why
- Why you should be appointed a commissioned officer in the military

Requirements:

- 1-3 slides (if used)
- Appropriate Intro, body, and closing
- Greet Instructor, guests, and students
- Review/provide Holm Center Form 6 on day of briefing

GRADING RUBRIC

Grades will be formulated using the below rubric.

Time	50%
Content	50%