PRACTICAL MILITARY TRAINING (PMT)
SYLLABUS - FALL 2025

Course Title(s)/Section Number:
AERO 1030.201/AERO 2030.201/AERO 3310.201/AERO 4310.201: 0600-0700, Wednesday; Bahnsen Gym/PEB Field
AERO 1030.301/AERO 2030.301 /AERO 3310.301/AERO 4310.301: 1430-1630, Thursday; Phys 102
AERO 1030.200/AERO 2030.200/AERO 3310.200/AERO 4310.200: 1700-1800, Thursday; DATCU Stadium

Co-requisite: Enrollment in an Aerospace Studies class unless approved by Department Chair

Instructor: Kenneth James, Captain, USAF
Education: BS, Mathematics, University of Texas at Austin, TX, 2017
MS, Cyber Operations, Air Force Institute of Technology, OH, 2019
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Office Hours: Monday through Friday by appointment or walk-in
Location: Physics 102 (LLAB)/Bahnsen Gym/Physical Education Building Field/DATCU Stadium (PT)
Course Delivery/Credit Hours: Lab/0 (No credit for Lab)

Course Texts: Electronic reading material will be provided by the Air Force at no cost to the student. Student instruction for access will be provided during the first day of class. *E-Textbooks:* AFH 33-337, Tongue and Quill. Supplementary materials will be provided as required throughout the course.

Supplies: Air Force uniforms supplied by the Air Force at no cost.

Course Description: Leadership Laboratory (LLAB) is a dynamic and integrated grouping of leadership developmental activities designed to meet the needs and expectations of prospective Department of the Air Force (DAF) second lieutenants and complement the AFROTC academic program. It is a student planned, organized, and executed practicum conducted under the supervision of the Detachment Commander (Det/CC) and Operations Flight Commander (OFC). The purpose of LLAB is to help the cadre and/or Professional Officer Course (POC) students develop a meaningful and stimulating LLAB course for their detachment. It is required to teach all lesson objectives and track the proficiency level of each student using the AFROTC approved LLAB Objectives Tracker. However, the LLAB objectives may be presented throughout the academic year in any order. Furthermore, the proficiency levels defined for each objective are based on the minimum skill level required for successful completion of the AFROTC program, eliminating the time-based training requirement.

COURSE OBJECTIVES

AFROTCI 36-2011 Volume 1 (LLAB Guidebook) is designed for the POC and cadre as a reference tool to successfully present LLAB events. It is not meant to be all-inclusive; however, it will serve as a guide for detachment training operations. LLAB events allow students to practice the knowledge and skills learned in AS classes and other Practical Military Training (PMT) events. LLAB-accomplished training occurs at three distinct levels. First, the General Military Course (GMC) is where students gain knowledge and have an opportunity to carry out activities using practical applications. Second, LLAB provides POC students an opportunity to practice their leadership skills to plan, set up, execute, and provide GMC feedback while executing LLAB. Finally, the cadre provides feedback to the POC on their leadership skills in relation to their plan, setup, execution, and feedback provided to GMC. For POC students, LLAB is their chance to practice leadership skills that will help them learn and grow into second lieutenants in today's DAF.

TRAINING CATEGORIES & FOCUS

Each cadet is placed in one of five categories; each category has a specific training focus.

Basic Cadet (BC) – Cadets who are part of the GMC but not yet in the academic year will be considered for selection into the POC, normally AS100s.

Basic Cadet Leader (BCL) - GMC cadets in the academic year will be considered for selection into the POC, normally AS200, AS250, or AS500 cadets.

Intermediate Cadet Leader (ICL) - Cadets who have just entered the POC, normally AS300 cadets.

Senior Cadet Leader (SCL) - Cadets scheduled to be commissioned in the upcoming year, normally AS400 cadets.

Extended Cadet Leader (ECL) – Cadets who have completed all AS and LLAB objective, but have not yet finished their academic degree, typically AS700/AS800 cadets.

GRADING & ATTENDANCE CRITERIA

LLAB is PASS/FAIL. There is no final examination, but each cadet must satisfy three mandatory requirements in order to pass LLAB:

1) IAW AFROTCI 36-2011 Volume 3, 10.5.2.2, all cadets must attend a minimum of 80% of all graded activities including: a once weekly LLAB and two weekly PT sessions. To fulfill this attendance requirement, all cadets must attend a sufficient number of LLABs or alternative LLAB sessions as well as group PT or approved alternative PT sessions to meet the 80% requirement. Cadets with inflexible scheduling conflicts that impede their ability to graduate and commission IAW AF regulations, may be granted the option to attend the alternate LLAB for the term.

i. Each cadet must meet the 80% required minimum attendance. Excuses are authorized for previously coordinated scheduling conflicts, special projects and requirements on a case-by-case basis, illnesses corroborated by a licensed care-giver, or personal emergencies. After all excused absences have been taken into account (this is equivalent to being present), if a cadet fails to meet for 80% of the scheduled meeting times for either LLAB or PT, then they automatically fail LLAB and will be dismissed from the program through a commander retention review (CRR), or for non-contract cadets, a "det drop" in WINGS.

ii. IAW AFROTCI 36-2011 Volume 3, if LLAB is conducted during a time when cross-town schools are not in session, cadets from those are automatically excused for that absence, but will work with their flight commander to accomplish any one-time mandatory training objective not covered before or again during the term. The OFC is the final approving authority.

2) IAW AFROTCI 36-2011, 10.5.2.1, all cadets must attempt the Fitness Assessment, (FA). Contract cadets on medical recheck status (MRS) unable to take the FA during the term, and non-contract cadets who have a medical condition diagnosed by a licensed physician are excused from this requirement. Receiving a failing score on the FA does not necessarily constitute a failure in LLAB; however, the cadet may receive a conditional event for failing to meet AFROTC fitness standards and may be asked to leave the program.

3) IAW AFROTCI 36-2011, 10.5.2.3, cadets must not show indifference to military training.

i. Uniform inspections, drill and ceremony evaluations, written or oral knowledge recitations, and leadership competency evaluations will be used to track and evaluate cadet performance; the expectation is that a cadet shows progress. Lack of progression, poor professionalism and/or belligerent interaction with cadets or cadre/staff may demonstrate an indifference to military training and could result in dismissal from AFROTC after feedback and remedial training efforts have been exhausted.

ii. IAW AFROTC 36-2011 Volume 3, 9.9.2.2, The Det/CC must approve all "Incompletes" for AS classes and LLAB. "Incompletes" should be used for unusual or unavoidable circumstances, such as an extended illness. "Incompletes" must not be used for make-up of unsatisfactory or delinquent work, or as a sanction for cadets who do not return uniforms. An "Incomplete" must be resolved NLT the end of the following term or it will constitute a failure.

AFROTC STANDARDS & PROTOCOL

A. **Academic Freedom:**
AFROTC supports the principle of academic freedom for instructors and students in accordance with both the host university and Air University policy on Academic Freedom. As outlined in Air University Instruction 36-2602, Command, Governance and Administration Policy, AU recognizes and encourages the free and open discussion and/or debate of appropriate topics within the classroom. However, faculty, staff, and students are limited in the way they may publicly criticize senior officials. Consequently, such criticism and debate must be delivered respectfully in accordance with UCMJ, U.S.C., and AFI. Academic freedom must be tempered by good judgment so that individuals refrain from making unreasonably offensive or irresponsible statements either verbally or in writing. Examples of statements that are not protected by the University policy on academic freedom include the

denigration of any person's age, race, color, ethnic group, religious beliefs, sexual orientation, or gender. This is not meant to restrict discussions of controversial subjects; however, good judgment and discretion must be a guiding standard.

B. **Integrity**
Academic Integrity- Dishonest conduct is in direct conflict with our stated core value of "Integrity First."
Plagiarism – The act of appropriating the literary composition of another, parts or passages of their writing, or the ideas or language of the same, and intending to pass them off as the product of one's own mind.
Cheating – The act of giving or receiving improper assistance such as, but not limited to, gaining unauthorized access to faculty material that have been released for student use; copying answers from another's examination; using texts, notes, etc.
Misrepresentation – The act of making an assertion to intentionally deceive or mislead. Misrepresentation may be an oral or written statement that is misleading or deceiving and meant to be so; for example, false reporting.

C. **Professionalism:** An atmosphere of respect must be maintained at all times. Cadets are expected to address colleagues as "Cadet" or Mr./Ms./Miss, keep desk areas clean, and take all materials with them when class adjourns. Cadets/Special Students/guests/etc. are allowed to bring drinks into class, and food is allowed. Students will clean up after each classroom session. There will be no sleeping in class. If cadets have trouble staying alert during class, it is highly recommended to stand in the back of the classroom. Active participation is expected. When addressing cadre, cadets will use their rank or use "sir" or "ma'am," as appropriate.

D. **Timeliness:** All cadets should be seated, prepared, and accounted for by the class leader on time. The class will begin when the instructor enters the room and the room has been called to attention. If a cadet arrives after start time, enter late and assume your place in class. If late, you must see the instructor after class to explain your tardiness and discuss the appropriate course of action.

E. **Uniform and Appearance:** Cadets are required to wear the Uniform of the Day (UOD) to all Aerospace Studies classes. On Thursdays, cadets must wear the uniform to all academic classes, including Leadership Laboratory (exceptions on a case-by-case basis). If cadets are directed to report in to the Det/CC, cadets must be in the uniform of the day. All cadets will comply with USAF grooming and appearance standards at all times while in uniform. If cadets are not sure how to properly wear the uniform, ask your cadet chain of command.

F. **Chain of Command:** Use the cadet wing chain of command to address cadet issues. Go to your instructor for any issues dealing with this class or AFROTC program administrative issues that require cadre attention. Serious issues requiring immediate attention must go to any cadre or uniformed staff member available.

G. **Civil Involvements and Medical Problems:** You must personally report any involvement with any civil or law enforcement within 72 hours of the occurrence. Failure to do so may result in being disenrolled from the AFROTC program. Additionally, report any medical problems within 72 hours to include serious injury, illness, pregnancy, and/or any type of surgery or other change in medical status.

H. **Course Safety Procedures & Medical Care:** Students enrolled in LLAB and PT are required to use proper safety procedures and guidelines as outlined in UNT Policy 06.038 Safety in Instructional Activities. While working in laboratory sessions, students are expected and required to identify and use proper safety guidelines in all activities requiring lifting, climbing, walking on slippery surfaces, using equipment and tools, and hot and cold products. Students should be aware that UNT is not liable for injuries incurred while students are participating in class activities. However, according to AFROTCI 36-2011 Volume 3, 10.3.7, cadets may receive medical care at a military medical treatment facility or a military-authorized civilian treatment facility for injuries that occurred during mandatory PMT. Detachments will assist cadets in filing Department of Labor (DoL) claims for reimbursement of costs associated with medical treatment at civilian facilities. Guidance and forms for this process are provided on the legal and DO sections of the AFROTC intranet site.

I. **Relations with Subordinates:** Cadets are specifically forbidden from using their rank or position to take or be perceived as taking undue advantage of subordinates. Cadets are prohibited from maltreating each other, including discrimination, sexual or other types of harassment, hazing, disrespectful treatment or language, oppression, abusive initiations or rites of passage, or deprivation of any right or privilege to which they are legally entitled as cadets or students. All cadre and cadets are prohibited from administering physical discipline. If the Det/CC becomes aware of a personal social relationship between cadets that could be detrimental to the cadet chain of command, the Det/CC must evaluate the impact on the cadet wing and the extent to which the relationship and the cadet's responsiveness to counseling reflects on the cadet's potential for officership and take administrative action, if appropriate.

J. **Non-PMT Events:** LLAB and PT are mandatory events for AFROTC. Other events such as individual recruiting booths, Honor Guard, FTX, Arnold Air Society, spirit missions, intramural sports teams, Rifle & Drill team, and Roger Ramey Club events/fundraisers, while highly encouraged, are not mandatory. As such, cadets are not covered medically under AFROTC or

the DoL while participating in these events. Additionally, injuries during such events could result in loss of AFROTC status and benefits. During fund-raising events, the AFROTC cadet uniform shall not be worn.

K. **Notification System**: Every cadet must ensure they are on the cadet recall roster and in the Look Book.

UNT POLICIES AND GUIDANCE

A. **Academic Integrity Standards and Sanctions for Violations**
According to UNT Policy 06.003, Student Academic Integrity, academic dishonesty occurs when students engage in behaviors including, but not limited to cheating, fabrication, facilitating academic dishonesty, forgery, plagiarism, and sabotage. A finding of academic dishonesty may result in a range of academic penalties or sanctions ranging from admonition to expulsion from the University.

B. **Access To Information – Eagle Connect**
Students' access point for business and academic services at UNT is located at: my.unt.edu. All official communication from the University will be delivered to your Eagle Connect account. For more information, please visit the website that explains Eagle Connect and how to forward e-mail: eagleconnect.unt.edu/

C. **Acceptable Student Behavior**
Student behavior that interferes with an instructor's ability to conduct a class or other students' opportunity to learn is unacceptable and disruptive and will not be tolerated in any instructional forum at UNT. Students engaging in unacceptable behavior will be directed to leave the classroom and the instructor may refer the student to the Dean of Students to consider whether the student's conduct violated the Code of Student Conduct. The University's expectations for student conduct apply to all instructional forums, including University and electronic classroom, labs, discussion groups, field trips, etc. The Code of Student Conduct can be found at deanofstudents.unt.edu/conduct.

D. **ADA Statement**
UNT makes reasonable academic accommodation for students with disabilities. Students seeking accommodation must first register with the Office of Disability Accommodation (ODA) to verify their eligibility. If a disability is verified, the ODA will provide a student with an accommodation letter to be delivered to faculty to begin a private discussion regarding one's specific course needs. Students may request accommodations at any time, however, ODA notices of accommodation should be provided as early as possible in the semester to avoid any delay in implementation. Note that students must obtain a new letter of accommodation for every semester and must meet with each faculty member prior to implementation in each class. For additional information see the ODA website at disability.unt.edu

E. **Emergency Notification & Procedures**
UNT uses a system called Eagle Alert to quickly notify students with critical information in the event of an emergency (i.e., severe weather, campus closing, and health and public safety emergencies like chemical spills, fires, or violence). In the event of a university closure, please refer to Blackboard for contingency plans for covering course materials.

F. **Retention Of Student Records**
Student records pertaining to this course are maintained in a secure location by the instructor of record. All records such as exams, answer sheets (with keys), and written papers submitted during the duration of the course are kept for at least one calendar year after course completion. Course work completed via the Blackboard online system, including grading information and comments, is also stored in a safe electronic environment for one year. Students have the right to view their individual record; however, information about students' records will not be divulged to other individuals without proper written consent. Students are encouraged to review the Public Information Policy and the Family Educational Rights and Privacy Act (FERPA) laws and the University's policy. See UNT Policy 10.10, Records Management and Retention for additional information.

G. **Student Evaluation Administration Dates**
Student feedback is important and an essential part of participation in this course. The student evaluation of instruction is a requirement for all organized classes at UNT. The survey will be made available during weeks 13, 14 and 15 of the long semesters to provide students with an opportunity to evaluate how this course is taught. Students will receive an email from "UNT SPOT Course Evaluations via *IASystem* Notification" (no-reply@iasystem.org) with the survey link. Students should look for the email in their UNT email inbox. Simply click on the link and complete the survey. Once students complete the survey they will receive a confirmation email that the survey has been submitted. For additional information, please visit the SPOT website at www.spot.unt.edu or email spot@unt.edu.

H. **Sexual Assault Prevention**

UNT is committed to providing a safe learning environment free of all forms of sexual misconduct. Federal laws and UNT policies prohibit discrimination on the basis of sex as well as sexual misconduct. If you or someone you know is experiencing sexual harassment, relationship violence, stalking and/or sexual assault, there are campus resources available to provide support and assistance. The Survivor Advocates can be reached at SurvivorAdvocate@unt.edu or by calling the Dean of Students Office at 940-565-2648.

I. **Course Drop** Visit website for schedule – http://essc.unt.edu/registrar/schedule/scheduleclass.html

J. For student resources to help you be more successful, go to: http://success.unt.edu/