



ANDERSON PREPARATORY ACADEMY CADET SQUADRON
CIVIL AIR PATROL
UNITED STATES AIR FORCE AUXILIARY
101 W. 29th St.
Anderson IN 46011



31 July 2019

MEMORANDUM FOR NEW CADETS AND PARENTS

FROM: CC GLR-IN 803

SUBJECT: Syllabus for SY 2019/2020

1. Welcome to CAP. This syllabus explains the scope, objectives, and requirements of the course, methods and standards of evaluation, and provides course expectations.

2. Course Scope: This course is designed in three distinct levels. Each level is progressive in the learning experience. All levels of CAP have common core content areas such as drill and ceremonies, followership, leadership, physical training, the APA way and personal management.

- a. CAP 100: This is the introductory course for first-year CAP cadets. CAP 100 is the foundation of Cadet life at APA. This year-long course focuses on the development of followership and organizational skills, thinking skills, interpersonal skills, the building of individual self-reliance, personal and time management, techniques of communication, and resource management. Emphasis is placed on personal appearance, physical fitness, bearing/behavior, and the principles that underlie good citizenship, which include the CAP core values; respect, integrity, volunteer service and excellence.
- b. CAP 200: CAP 200 is designed for second year Cadets at APA. CAP 200 builds on what was learned in CAP 100. However in this course Cadets educational track will transition from followership to understanding the fundamentals and principals of leadership. Second year Cadets will learn how to supervise, lead, mentor and train junior cadets. Second year cadets may be placed into leadership roles within the Cadet program.
- c. CAP 300: CAP 300 is the culmination of the CAP experience. Cadets at this level will receive instruction on planning and upper level management. Cadets at this level will focus on problem solving skills that not only affect themselves but also their individual teams. Cadets will complete a financial literacy block during this phase. In addition, throughout this final year Cadets will begin the transition from CAP cadet to AFJROTC (Air Force Junior Reserve Officer Training Corps) Cadet and from Pre-Academy student to Academy student.

3. **Course Objectives:** The CAP helps to prepare students for responsible leadership roles while making them aware of their rights, responsibilities, and privileges as American Citizens. The program is a stimulus for citizenship, discipline, responsibility and the importance of education and it provides instruction and rewarding opportunities that will benefit the student, APA and the surrounding community and the Nation. Specific program outcomes describing what APA Cadets will know and be able to do upon successful completion of the course include:

- a. Maximizing potential for success through learning and self-management.
- b. The development of leadership/followership skills.
- c. Incorporating principles of mental and physical wellness into behaviors and decisions.
- d. Building effective relationships with peers, co-workers and the community.
- f. Develop a broad knowledge base of aerospace education, flight and aviation history.

The APA CAP curriculum also aids in the development of broad, life-long skills that are essential for success in the cadet's life and future roles. These skills are not learned in one lesson, but are linked to lesson competencies and integrated throughout the curriculum. Additional core abilities which each cadet will learn include:

- a. Building the capacity for life-long learning.
- b. Communicating using verbal, non-verbal, visual and written techniques.
- c. Taking responsibility for your actions and choices.
- d. Doing your share as a good citizen at APA, in the community, country and the world.
- e. Treating yourself and others with respect.
- f. Applying critical thinking abilities
- e. Time management

4. Course Material: All course text books are provided for Cadets. The books that are issued are to be utilized for all three years a Cadet is in CAP

5. CAP Uniforms: CAP will provide Cadets with a shirt, slacks/shirt, hat, belt with buckle and accrements. These items are the Cadets responsibility to maintain. Cadets who lose, misplace or destroy part of their uniform will be charged a replacement fee based upon the item that is in question. Again, it is the Cadets responsibility to maintain the uniform not the CAP instructors, other teachers or even the Cadets parents. The responsibility is the Cadets alone.

6. Grading scale:

- 90-100 = A
- 80-89 = B
- 68-79 = C
- 67 and below = F

7. Assessments and graded events: There are several assessed and graded events in CAP. The assessments are designed to assess the total Cadet and to develop Cadets in areas in which they may have shortcomings. There is no partial credit given. All late work will receive a score of 0 in the gradebook. The standardized scale is listed below.

- a. Physical Training (PT) (30 percent): The PT score is measured off the Cadet's participation level. Minimal input by the Cadet will result in a minimal score. If a Cadet fails to dress accordingly for PT then the Cadet will receive a score of 0 in the gradebook. If a Cadet has a physical condition that exempts them from participating in a particular event then they will be excused. However a doctor's note will be required. Three no dresses is a zero for grading period.

- b. Classroom participation (20 Percent): The participation score is measured off the Cadet's participation level. Minimal input by the Cadet will result in a minimal score.
- c. Uniform Inspection (30 Percent): Uniform days are conducted on Thursdays. The uniform inspection score measures the Cadets ability to maintain, account for and properly wear their uniform. In addition, the Cadet will be graded on their ability to maintain their bearing while in formation and answer curriculum based questions. If a Cadet fails to wear their complete uniform, this is to include before school and after release from school, that Cadet is will lose points for that daily inspection If a Cadet is absent on uniform day they will be required to wear the uniform the next school day the Cadet is in attendance. Cadets who fail to properly maintain the uniform are subject to APA's disciplinary policy. The uniform violations are calculated with the uniform violations that are addressed in the student's handbook. If a Cadet out grows any component of the uniform it is the Cadets responsibility to ensure that they bring the component in question in on the Friday after inspection to get it replaced. Cadets WILL NOT bring uniform components in the day before inspection and expect them to be replaced.
- d. Community Service (20 percent): Community service is one of the cornerstones for the Cadet learning experience. Each Cadet is required to complete 24 hours of community service each year while attending APA. The Cadets are put on a prescribed glide path to ensure that this requirement is met. The glide path is indicated below.
 - i. 1st 6 weeks: 4 Hours
 - ii. 2nd 6 weeks: 4 Hours
 - iii. 3rd 6 weeks: 4 Hours
 - iv. 4th 6 weeks: 4 Hours
 - v. 5th 6 weeks: 4 Hours
 - vi. 6th 6 weeks: 4 Hours

These hours can be accumulated by simply volunteering their time at any organization. The Cadets cannot be in a pay status nor do these hours for ANY family. In addition, these hours cannot be conducted for a for profit organization. Cadets must enter all community service hours on X2VOL. Each Cadet has until the end of the current 6 weeks to submit their community service. Any service submitted after the 6 weeks will not be credited for that grading period but will roll over to the next grading period. Any service conducted over the summer months must be submitted by the end of the 1st 6 weeks. If a Cadet fails to meet their requirements, the hours will carry forward to the next 6 weeks. There is no partial credit given. Example: If a Cadet only completes 3 hours in the 1st 6 weeks, that Cadet will be required to complete 7 hours the next 6 weeks and a grade of zero is entered in the gradebook. The hours will continue to carry forward until their deficit is rectified. Failure to meet the Community Service requirements could prevent the Cadet to participate in any extracurricular activities such as athletics, dances, field trips, etc.

- e. Written assessments (100 points maximum): Cadets will be required to take assessments in written format. Types of question will consist of multiple choice, matching, fill in the blank and essay.
- f. Hands on assessments (50 points maximum): Cadets will be required to perform task that will engage them physically such as the cadet physical fitness assessment.
- g. Responsibility/Agenda Points (100 Points): The individual Cadets ability to come to class prepared will be assessed. All Cadets are expected to report to class in the proper uniform, with the appropriate materials. Cadets who fail to come to class prepared will receive a 25

point deduction in their grade for the first offense, 50 point deduction for their 2nd offense, 100 point deduction for their 3rd offense, 100 point deduction and a referral for their 4th and subsequent offenses. Random school uniform compliance inspections will happen during the 6 weeks. Every flight will be inspected once at a minimum every 6 weeks. Below is a skeleton weekly schedule. We use this as a means to get cadets in a rhythm to ensure the Cadet will know what to expect daily.

- a. Monday: Classroom (Cadet reports in proper school uniform, books, paper, and pencil/pen)
- b. Tuesday: Classroom (Cadet reports in proper school uniform, books, paper, and pencil/pen)
- c. Wednesday: Physical Training (PT): Gym (Cadet reports in school gym uniform)
- d. Thursday AF Blue Uniform Inspection (Cadet must report in AF Blue uniform complete)
- e. Friday: Classroom (Cadet reports in proper school uniform, books, paper, and pencil/pen)

8. Additional Information for Cadets and Parents:

- a. You should feel comfortable talking to either CAP instructor about your Cadet. We will both have access to your Cadets grades and attendance. Our goal is to establish and maintain a strong communications link between the CAP instructor group and the parents.
- b. If you encounter difficulty in your CAP subjects or any other course do not be afraid to ask for assistance. Your instructors are available to assist you and help you succeed (not just in CAP). Instructors are also available to confer with parents. Due to class schedules or other requirements, instructors may not answer the phone immediately. If there is no answer on the CAP instructor's class phone (765) 649-8472 ext. 3030 (LT Austin), 3028 (LT Dean) parents should leave a message or send an email. The instructors will call back as soon as possible after receiving the message. If you wish to schedule an appointment please call or email for an appointment. Appointments will be conducted before or after school hours. School policy states that there is to be no walk in appointments.
- c. Cadet appearance: APA's uniform policy is modeled after Air Force and CAP regulations. In fact, in some cases APA has set a higher standard in this area. Some of the biggest concerns with Cadet appearance is the Cadets grooming. Listed below are a couple areas of concern. The intent of this explanation is to prevent you from unnecessarily spending money on things that do not meet school policy.
 - a. Fingernail polish. Female Cadets may only wear **CLEAR** fingernail polish or plain white French tips.
 - b. Female Hair/Hair extensions: Hair must be worn in a bun while in the AF Blue uniform. Hair extensions may not interfere with the wearing of the Cadets headgear. The head gear must fit around the circumference of the head and not simply rest on top of it. In addition, extensions must be of the Cadets natural hair color. Hair must not exceed 3 inches in bulk from the base of the skull. In addition hair buns will not exceed the width of the Cadets head and must be centered on the lower portion of the skull while in the AF Blue uniform. Handouts will be given to Cadets as a diagram.

- c. Male Hair Standard: Males hair must present a neat appearance. It must present a tapered appearance not to exceed 1 ¼ inch in bulk and not to exceed ¼ inch at the termination point. Handouts will be given to Cadets as a diagram.
 - d. Male Cadets ***must*** shave daily. It is understood that some Cadets have not reached that stage as of yet. This statement is geared for those Cadets who can grow facial hair.
- d. Shoes are always a point of contention. The guidelines for shoes is taken from the AF Uniform regulation.
- I. Females: All ladies footwear must be a dress style shoe (i.e. oxford or pump) with a smooth rounded toe that is free of adornments such as bows, ribbons, buckles, rhinestones or any other type of ornamentation. Slippers or ballerina types shoes may not be worn. Shoes may be made of patent leather or leather that is able to be polished. Therefore, shoes that are made of satin, velour, or leather that cannot be polished is not authorized.
 - II. Males: All male footwear must be a black leather oxford style shoe that has a smooth rounded toe. Footwear must lace and tie. Footwear that slips on is not authorized for wear. Shoes may be made of patent leather or leather that is able to be polished.
 - III. Local vendors such as WalMart and Payless Shoes sell a variety of shoes that meet the requirements.
 - a. If you have any questions please feel free to ask for guidance. Before buying shoes or you may bring them by the school or take a picture and email it to maustin@goapa.org for review.
 - b. Care of the CAP uniform: Please understand these uniforms are on loan. Wash the uniforms in cold water and hang dry. ***SKIRTS MUST BE DRY CLEANED***. This will ensure the life of the uniform. Uniforms must maintain a pressed appearance. You may steam iron or professionally clean the uniform. Damaged uniform components are the responsibility of the Cadet to replace.
 - c. Cadets must wear a ***V-Neck*** white t-shirt.
- e. Cadet rank is not automatic but is earned. All promotions are based on the Cadet's performance in all classes to include behavior and grades, uniform wear, personal appearance, community service hours. In addition, Cadet's must pass their appropriate assessment (on line or written), physical fitness and drill assessment for their appropriate rank.
 - f. All instructors will be addressed by their military rank or appropriate title (Sir, Ma'am). Cadets will also address other cadets by their ranks when participating in CAP activities.
 - g. All cadet leaders (Officer and NCO) are expected to conduct the day-to-day business of supervising and running the CAP Cadet Squadron. They are also expected to set the example in discipline and appearance standards for all cadets
 - h. Assignments are due on the assigned date. We do not accept late work. If a cadet is suspended/unexcused absence then that Cadet will receive a 0 for all assignments. If a Cadet has an excused absence that Cadet will be given twice the amount of time of their absence to complete an assignment.
 - i. Please read the blog located on the school's website. This is a valuable resource of information.
 - j. The weekly class schedule will be posted on the blog for your convenience. Cadets are expected to come to class prepared to learn with all of their materials. Cadets must bring their CAP

binder, agenda, paper and pencil/pen to class on scheduled class days. There are no exceptions. If a Cadet does not come to class prepared the Cadets grade will reflect their inability to be prepared. The parent will receive a phone call from their student while in class after the 3rd offense. Instructors will not provide paper or pencils to Cadets.

- k. On physical fitness training days Cadets are expected to bring in their physical fitness clothes. The only authorized physical fitness attire is the APA physical fitness uniform. The shirt is to be free of any writing with the exception of the Cadets name in the name block.
- l. The Cadet After School Program and extracurricular activities: This program is designed for those Cadets who want to enhance their CAP experience. This program builds upon what is taught during the school day. Cadets will not only learn the principles of flight but they will also build and design aircraft and rockets. Color Guard: CAP has its own competitive Color Guard team. This team will compete will compete at state level and can advance as far as the national level.
- m. Cadet Orientation Flights: Your Cadet will be given the opportunity, usually in the fall and spring, to fly in a CAP aircraft.
- n. Cadet Encampment: Every summer the Indiana Wing conducts encampment at Camp Atterbury, Indiana. This is a weeklong encampment that is designed for Cadets to enhance their CAP experience. Cadets have the ability to return to encampment after their initial camp as a Cadet Staff Member.
- o. We cannot be a success without you the parent. You are the most important component of the success model for the Cadet. We are here to support you. Our goal is to make a positive change in your Cadets behaviors, not only at school but also at home. If there is an issue or a concern you may have with your child's behavior please call. We collectively have a vested interest in your Cadets success.

9. Important websites:

- a. www.goapa.org: This is the schools website and possesses information about the school, school calendar, the schools blog and the link to Skyward.
- b. www.capmembers.com: This is the official CAP website. This website possesses information about the CAP, the course curriculum and the link to e-services. Cadets must maintain their CAPID and password at all times.

10. If you have any questions or concerns please contact the undersigned at (765) 649-8472 ext 3030 or by email at maustin@goapa.org or Lt. Boudrot at ext 3028 or by email at mdean@goapa.org.

Michael Austin, LT
APA Pre-Academy