COMMANDING OFFICER'S MEMORANDUM 7-15

From: Commanding Officer, NROTC Unit, Virginia Polytechnic Institute and State University

Subj: STUDY TOUR POLICY

1. Purpose. To establish guidelines and procedures for the conduct of Naval Battalion Study Tours. This letter supersedes Commanding Officer’s Memorandum 8-14 dated Aug 11 2014.

2. General. The Virginia Tech NROTC Study Tour Program is designed to provide a quiet environment for midshipmen who have been identified by the unit staff as requiring a structured study setting. This memorandum outlines requirements for unit staff, study tour monitors and the midshipmen who have been assigned to study hours.

3. Format. Naval Battalion Study Tours will be conducted on the Virginia Tech campus, Monday through Thursdays from 1800 to 2200 and on Sundays from 1900 to 2200. Locations for Study Tours will be announced at the beginning of each semester and are the only authorized locations for Study Tours. The Math Emporium is not an authorized location. In order to promote a professional environment, proper civilian attire or uniform of the day is authorized for midshipmen who have been assigned or are attending Study Tours. The following general Study Tour guidelines apply:

   a. The maximum number of weekly hours a midshipman will be assigned to Study Tours is 15. Company advisors can assign up to 10 hours. Assignments to more than 10 hours must be approved by the Commanding Officer.

   b. The necessity of 4/C midshipmen to attend Study Tours will be evaluated when midterm evaluations are released during their first semester in the program. A 4/C
midshipman who earns one or more unsatisfactory grade on their midterm evaluation will be assigned to 10 hours per week of Navy Study Tours during the remainder of their first semester. Midshipmen who are not assigned Study Tours may attend at any time, but will adhere to all policies set forth in this document.

c. All Navy-Option midshipmen, regardless of class, currently enrolled in Calculus or Physics must attend and document two hours of tutoring per week in both Calculus and Physics. Tutoring includes the following: Documented official University tutoring (provided by the Battalion at Navy Study Tours, through the Academic Student Success Center, or provided by the Corps of Cadets tutoring program) or documented visits to professors or teaching assistants.

d. Company Advisors will provide their respective Company Adjutant with a roster of Midshipmen assigned to Study Tours. This roster will be provided to the Battalion Academics Officer (S-5) in order to develop all spreadsheets for tracking purposes.

c. The use of personal communication devices shall be limited to emergency and official VTCC or NROTC business. If a Midshipman uses a device inappropriately, the Study Tour Monitor will log the incident for proper counseling by the midshipman's chain of command.

d. Laptop computers are authorized for use during Study Tours, however, only material pertaining to university course work may be accessed. Accessing personal email, social networking sites or any site/application not associated with university course work is not permitted. If identified, the Study Tour Monitor will log the incident.

e. Study Tours are a professional study environment; therefore, talking is only permitted between tutors and study groups. When discussion is required, it will be conducted in a low conversational tone to avoid disrupting other Midshipmen.

f. The Study Tour area will be arranged so that all
Midshipmen are facing in the same general direction to ensure the study tour monitor is able to view all laptop monitors from a single location.

g. Violations of the policies outlined in this memorandum by Midshipmen assigned to Study Tours may result in Warnings, Probation, or a Performance Review Board.

h. The Commanding Officer can suspend Study Tours for holidays or special events.

4. Tasks.

a. Unit Staff.

(1) Provide instruction to all prospective Study Tour Monitors on the proper conduct of Study Tours prior to first scheduled tour.

(3) In the uniform of the day, conduct a visit of the first Study Tour of the new school year.

(3) Conduct, at a minimum, one unannounced Study Tour visit per week. These visits will be conducted by the Company Advisor of the company assigned to monitor duty for the week.

b. Battalion Academics Officer (S-5).

(1) Provide a monthly Study Tour Monitor schedule to the unit staff one week prior to the beginning of the new month. Any changes to the published schedule will be approved by the Battalion S-5 and a new schedule will be provided to the unit staff.

(2) Provide weekly Study Tour assignment rosters to the unit staff and scheduled Study Tour Monitors prior to that week's Study Tours commencing.

(3) Ensure that each Company Adjutant for the company assigned to Study Tour Monitor Duty provides a mid-week update to all Company Advisors, Active Duty Staff and Battalion Staff that shows hours attended. This will be submitted via email no later than 1200 each Wednesday.
(4) Provide a weekly report to all Company Advisors, Active Duty Staff and Battalion Staff that shows hours attended for the previous week NLT 1200 each Monday.

c. Study Tour Monitors.

(1) Seniors and Fifth year students will be assigned as Study Tour Monitors. Students assigned to Study Tours shall not be assigned as Study Tour Monitors. Monitors will stand no more than one duty per week unless assigned by Company Advisor. Juniors who have a history of exemplary academic performance may be assigned as Monitors with the MOI's approval.

(2) Each company will be assigned a week to provide Study Tour Monitors. For example, Company A will have the week of 23 Aug (Monday) to 28 Aug (Sunday). Company B will assume duties on 29 Aug (Monday).

(3) Both the off-going and on-coming Study Tour Monitors will report, together, to their Company Advisor prior to 1600, Monday through Thursday, for a formal turnover. Sunday Study Tour Monitors will report on Thursday and conduct an informal turnover.

(4) Stand assigned Study Tour in the Virginia Tech Corps of Cadets uniform of the day or khakis.

(5) At a minimum, conduct a walking tour of their assigned area once every 30 minutes; a log book entry will be made after each tour.

(6) Post or observe in a position that enables them to view all laptop monitors during the study tour session.

(7) Log all instances of non-compliance with this memorandum.

(8) Failure of Monitor to adhere to these guidelines or to provide supervision and an environment conducive to studying may result in disciplinary action or remedial Study Tour Monitor assignments.

5. Schedule. The schedule of Company assignments to the
Study Tour Monitors will be provided the week prior to classes beginning. Study Tours will not commence prior to the first Naval Lab of the year.

6. Summary. The Study Tour program is a tool provided to those Midshipmen who will benefit from a more structured setting in which to study as well as Calculus and Physics tutors; as such, Study Tours should be viewed as an opportunity and not an encumbrance.

R. V. JAMES III