

**OHIO UNIVERSITY**  
**TAS 301, INTRO TO TECHNICAL & APPLIED STUDIES**  
**LLDL FOR ONLINE DELIVERY**

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**Course Description from *Ohio University Catalog*:**

This course will introduce technical associate degree holders to baccalaureate studies through an examination of program requirements and goals. An historical overview of the development of various technologies and their influence on Western Civilization will lead to the consideration of the nature of technology and its many societal functions. Within that historical and theoretical context, students will be introduced to various management technologies and theories of leadership, and will be required to assess their individual leadership beliefs and skills.

**Additional Description:**

The shift from a technical professional to a career in management requires a perceptual shift in a multitude of areas. Managers will require other skills such as excellent communication and managerial competencies. This course provides an introduction to the transition from technology competency to organizational leadership through the tools of technology and related skills. The course will serve as an orientation to understanding individual competencies and needs.

**Course Components**

This course is comprised of two major components: a technology component and a leadership component. A series of technology related readings will take the students through the history of technology and some of the major technological developments that influenced western civilization such as the arrival of the settlers in North America, the first industrial revolution, the development of the railroads and the consequences of rapid industrialization. Leadership theories and how leadership is practiced in modern organizations will be introduced as part of the second component of this course. Although the reading materials do not fully integrate the two components of the course, it is expected that the students recognize the need for leadership skills in technology leaders and technological skills in managerial and leadership positions.

## Course Objectives:

### Students are expected to:

- Identify distinctions between technical and professional skills and the implications of those skills within an organizational setting.
- Understand some of the technological advances in Western culture through the 20<sup>th</sup> century.
- Recognize the impact that technological innovations had on society.
- Examine case studies and apply leadership skills to address issues and dilemmas.
- Make use of good writing and communication skills in written reports.
- Integrate leadership lessons when analyzing the skills demonstrated by a technological leader when writing the major term paper.

## Course Materials

Text Book: Northouse, P.G.(2007). *Leadership Theory and Practice*, Fourth Edition, Sage Publications, Thousand Oaks, CA

Supplemental: Supplemental Readings (provided on line)  
Supplemental Exercises & Instruments (provided online)

## Course Delivery Format & Organization

This course is being offered completely online over the Internet and, therefore, students are not bound by time and distance. Course materials are available anytime and anyplace. The materials and assignments are organized in folders under course modules and assignments. From the Quick Links area, you can access a number of resources such as reference to chapters in textbooks, reading materials, PowerPoint slides, and Internet sites. Even though you may work ahead of schedule, you are advised to complete assignments from each module before proceeding to subsequent ones. Submitted assignments will be graded and the grades posted to the grade book. It is the student's responsibility to verify the grades for accuracy and inform the instructor of any problems.

My role as instructor is to facilitate your learning. In this course, the focus is on your learning instead of my teaching. Learning is to occur through individual assignments, research, and reading.

## Course Modules

The course modules area on the Blackboard 7.3 website will have interactive course contents that can be launched in separate tab or browser window. These contents have been developed to provide the students with a summary of the leadership topics being covered each week.

## Academic Misconduct:

Explicit honesty will be taken for granted in this course. Any deviation which includes cheating, forgery, plagiarism, and deception in fulfilling requirements will be dealt with according to the Ohio University policy on academic misconduct as outlined in the undergraduate catalogue.

**Technology:**

This class heavily depends on the use of technology (PowerPoint, multimedia, and the Blackboard platform) in the delivery of the course and the Blackboard website for online quizzes and submission of written works. Please refer to the handout on technology requirements for further information.

**Course Evaluation and Grading**

Items		Points
<b>Technology Component</b>		
	Name of technology leader	05
	Group Project on Technology leader	40
	Reference List – APA style	15
	Reflection Papers, three @15 points each	45
	Tests, three @15 points each	45
<b>Leadership Component</b>		
	Quizzes, Five @10 points each	50
	Leadership Case Studies topics - 4 @10 points each	40
	Leadership Self Assessment Report	30
	Final Exam	25
	Email instructor	05
	<b>Total possible</b>	<b>300</b>

**Grading Scale\***

The following grading scale will be used to determine the final letter grade for the course.

Grad	%	Grad	%	Grade	%	Grad	%
A	94-100	A-	90-93	B+	87-89	B	84-87
B-	80-83	C+	77-79	C	74-76	C-	74-76
D+	67-69	D	64-66	D-	60-63	F	<60

\*Please also see the grade distribution by module provided separately.

## List of Topics/Chapters

Technology Related Readings	Leadership Theory and Practice
The Land, the Natives & the Settlers	Chapter 1 – Introduction
Technology & History: Kranzberg’s Laws	Chapter 2 - Trait Approach
The First Technological Revolution & Its Lessons	Chapter 3 - Skills Approach
The American Railroad	Chapter 4 - Style Approach
The McDonaldization of Society	Chapter 5 - Situational Approach
Technology as a Social Solution	Chapter. 10 - Team Leadership
	Chapter 11 - Psychodynamic Approach
	Chapter 12 - Women & Leadership
	Chapter 14 - Leadership & Ethics

## Course Assignments

### 1. Term Paper on Technology Leader

- You are required to select a person who may be an inventor, an innovator, or the leader of an organization who has made significant contributions to the development of technology. A list of names will be provided. However, you may choose a person outside the list. The approval for selection must be submitted to the instructor to avoid more than one student working on the same person. Students will research the person and determine the significant contributions this person has made to society or the world at large. The paper must conform to the APA style and should be six-to-seven pages in length, including a cover page and a bibliography containing at least six references. One of the references must be a book, and online resources must be limited to not more than three. URLs from such web resources as Wikipedia and Ask.com are not acceptable as references. Your paper on the tech leader must be based on the leadership theories, practices, and processes learned in the class. You must analyze the leadership style of this person. Quote examples from your sources. Summarize the leadership attributes of the person using the following as a guide:
  - An introduction.
  - A biographical sketch of the person, highlighting important events in his/her life. (*Limit to less than two pages.*)
  - Include **two or three key events** in this person’s career that truly indicate to you that the person exhibited leadership (versus good management or strong character). Describe the situation, the dilemma, and what the person did and why you think it demonstrated leadership.
  - How would this person define leadership (that is, what was his/her leadership philosophy—what did he/she think was the most important in order to influence others and have people follow him/her)?
  - How did this person learn to lead (that is, where did their leadership approach come from and what did they do to build their leadership skills)?
  - What were this person’s key leadership strengths & vulnerabilities?
  - A fitting conclusion summarizing the major points that you have described and your impressions.

## **2. Reference List, APA Style**

After you have chosen a person who has contributed significantly to the development of technology to write the term paper, you have to compile a short bibliography of the books, articles, and any other Internet resources that you can find about this technological leader. The bibliography must be compiled according to the APA Style Manual. This assignment has been provided to give you first-hand experience to conduct library research and to learn how to compile a bibliography using the APA format so that an expanded bibliography can be used as part of your term paper. You are required to provide only four references for this list *URLs from such web resources as Wikipedia and Ask.com are not acceptable as references*. Use the online resources provided and/or seek the help of a reference librarian. Follow the example provided in the assignment. You are required to provide only four references for this list.

## **3. Reflection Papers and Tests based on Technology Related Topics**

The reflection papers are based on selected reading(s) from the technology component. In order to assist you in writing the papers, a brief overview of the topics based on the papers and a few questions/points to ponder will be supplied to you. You are also encouraged to do additional research/reading based on the topics. Summarize your reflections and reactions based on your comprehension of the topics discussed in the reading assignment(s). *The paper should be about two pages in length typed in 1.5 space. The reflection papers need not conform to APA style. References such as the URL of a website may be cited as footnotes. See below under Instructions for Written Reports on how to insert footnotes.*

You will also take three online tests consisting of short answers/essays based on the technology related readings. You will be allowed only one attempt on the test. A pool of questions will be provided to help you prepare for the test.

## **4. Online Quizzes**

Online quizzes are based on topics covered in the different chapters of the Northouse text book. You are allowed up to three attempts on each quiz. The highest score will be recorded. The quizzes must be taken before the deadline.

## **5. Leadership Case Studies**

There are several Case Studies provided in every chapter of the textbook, each one followed by three questions. You are required to analyze the assigned cases and answer the questions suggested.

You may use a bulleted or a numbered format to answer the questions. There is no need to type the questions, if you number each question correctly.

## **6. Leadership Style Self Assessment**

You will be required to take a number of Leadership Questionnaires/Instruments from the textbook and from other sources. Note your score on each of the instruments and keep track of the scores and also your strengths and weaknesses as a potential leader. Write a report indicating the assessments you chose why you chose them, the scores that resulted from each assessment, and your strengths and weaknesses. You may use a tabular format.

Share this information with at least two people who know you well to verify your own assessment with theirs. Indicate in the report if you have shown the report to other people and any comments they may have had from them. *This report should be 3-4 pages in length and must have an introduction and a conclusion. It is not required that this report should conform to the APA style. Please see additional instructions in provided in the weekly modules #9 and 10.*

## 7. Final Exam: Proctored and Online

The final exam will be based on all the topics covered in the leadership textbook. You have to select an approved center to take the exam when you have completed the assignments from all the modules. This will be a closed book exam and the questions will be selected from the same pool used for the online quizzes. Additional information will be provided in a folder under Modules.

### Instructions for Written Reports

All written work should be neat, well organized, clearly written, and free from grammatical and/or typographical errors. All papers must meet the length guidelines, word-processed preferably using *Microsoft Word*. The term papers should be presented well with an introduction, a body that is divided into well developed paragraphs and should have a conclusion. There should be a title page that has your name and the title of your paper. If you use sources other than the textbook, you must cite the sources. Such references should start on a separate page. Any Internet site should be reliable and current. The papers will be graded based on the grading matrix provided under the Course Information area.

There is no requirement that the reflection papers should follow any style such as APA. References including the URL of websites must be cited as footnotes<sup>1</sup>. **(In MS Word 2003, you can insert footnotes as follows: on the Insert menu, point to Reference, and then click Footnote. In MS Word 2007, choose references and then click Footnote).**

### Other Important Points

1. This is a junior level course at Ohio University and the expectations are higher than a lower level course that you might have taken on this campus or elsewhere. This is a rigorous course and you have a lot of reading and research to do, several short papers and a major term paper to write and a group project and presentation to do.
2. It is expected that every student participate fully in making postings on the discussion board. At least one posting is expected of every student on each of the discussion threads. You are also strongly encouraged to post responses to other student's postings.
3. Even if you use MS Word 2007, all written assignments must be saved as MS Word (1997-2003) documents (\*.doc and not \*.docx) or in the Rich Text Format and submitted as directed. .
4. Any assignment submitted as attachment to an email will not be graded.
5. If you are technologically challenged, please feel free to contact the instructor in a timely manner for help.

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<sup>1</sup> Insert a footnote or an endnote, Microsoft Office Online, <http://office.microsoft.com/en-us/word/HP052302261033.aspx>