PREREQUISITES:

University Requisite: None

COURSE OVERVIEW:

This course allows students to complete a behavioral self-examination of their leadership styles and understand how to apply that style in a successful manner in the workplace.

METHODS OF COURSE INSTRUCTION:

All material for this course is print-based. Instructor and students communicate and exchange materials through postal mail.

E-PRINT OPTION:

In this course, an option exists to use e-mail to submit your lesson assignments. Your assignment will be returned to you either as an e-mail attachment or as a hard copy sent through the postal mail, depending on the preferences of the instructor and/or program.

TEXTBOOKS AND SUPPLIES:


NUMBER OF LESSONS:

The course has six lessons. These lessons include:

- Lesson 1: Review of Leadership Resources
- Lesson 2: Leadership Analysis
- Lesson 3: Leadership Action Plan
- Lesson 4: Reflection on Texts
- Lesson 5: Leadership vs. Management Video
- Lesson 6: Leadership Graphic
TYPES OF WRITING ASSIGNMENTS:
To do the writing assignments well, you need first to complete the reading assignments and have a good understanding of all new concepts, definitions, etc.

Handwritten assignments are acceptable for some assignments, but the preferred method is a typed assignment, double-spaced using 12-point font and one-inch margins. As with all assignments, good grammar and standard written English are essential.

GRADING CRITERIA:
Your final grade will be determined by your grades on the submitted assignments as follows:

<table>
<thead>
<tr>
<th>Lesson</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lesson 1: Review of Leadership Resources</td>
<td>200</td>
</tr>
<tr>
<td>Lesson 2: Leadership Analysis</td>
<td>100</td>
</tr>
<tr>
<td>Lesson 3: Leadership Action Plan</td>
<td>200</td>
</tr>
<tr>
<td>Lesson 4: Reflection on Texts</td>
<td>200</td>
</tr>
<tr>
<td>Lesson 5: Leadership vs. Management Video</td>
<td>200</td>
</tr>
<tr>
<td>Lesson 6: Leadership Graphic</td>
<td>100</td>
</tr>
<tr>
<td>Total</td>
<td>1,000</td>
</tr>
</tbody>
</table>

Note: Lesson 5 has an alternative assignment for those without access to technology.