TAS 4440—Collaboration in the Workplace
Three Semester Hours

PREREQUISITES:
University Requisite: None

COURSE OVERVIEW:
This course explores the advantages and disadvantages of collaboration and teamwork, particularly in the workplace. It examines the elements that comprise effective collaborations and encourages students to recognize their strengths and weaknesses in a given situation.

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:


OR


Note: There is an alternative assignment if you are unable to view the Remember the Titans movie.
NUMBER OF LESSONS:

The course has six lessons. These lessons include:

- Lesson 1: Group Dynamics in Action
- Lesson 2: Reflection on Text
- Lesson 3: Dysfunctions in Action
- Lesson 4: Group Observation
- Lesson 5: Advantages/Disadvantages Graphic
- Lesson 6: Video on Teamwork

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: Group Dynamics in Action</td>
<td>100</td>
</tr>
<tr>
<td>Lesson 2: Reflection on Text</td>
<td>200</td>
</tr>
<tr>
<td>Lesson 3: Dysfunctions in Action</td>
<td>100</td>
</tr>
<tr>
<td>Lesson 4: Group Observation</td>
<td>200</td>
</tr>
<tr>
<td>Lesson 5: Advantages/Disadvantages Graphic</td>
<td>200</td>
</tr>
<tr>
<td>Lesson 6: Video on Teamwork</td>
<td>200</td>
</tr>
<tr>
<td>Total</td>
<td>1,000</td>
</tr>
</tbody>
</table>

Note: Lessons 1, 3, and 6 have alternative assignments for those without access to technology.