TAS 4900—Special Topics: Effective Teamwork
Three Semester Hours

PREREQUISITES:
None

COURSE DESCRIPTION:
Specific course content will vary with offering.

Students will explore the advantages and disadvantages of teamwork, particularly on the job. They will examine the elements that comprise effective teams and be able 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:

NUMBER OF LESSONS:
The course has six lessons complete with graded assignments and no course examinations. The lessons include:
- Lesson 1: Movie Assignment Group Dynamics Characteristics
- Lesson 2: Reflection on Text
- Lesson 3: Movie Assignment Teamwork Characteristics
- Lesson 4: Group Observation
- Lesson 5: Reflection Paper on Advantages/Disadvantages of Groups/Teams
- Lesson 6: Crazy Comic
TYPES OF WRITING ASSIGNMENTS:

Specific instructions are given in each lesson. You can submit your assignments by mail, e-mail, or fax. To do the writing assignments well, you need first to complete the reading assignments and have a good understanding of all new concepts, definitions, and so on.

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. They should be typed using Microsoft Word or in a PDF format. As with all assignments, good grammar and standard written English are paramount.

If you have an e-mail account, you may use it to submit your lesson assignments. You may use any e-mail provider and any standard e-mail software. The assignments that you submit electronically are printed and sent to the instructor by mail, not e-mail, so you should send your assignments as attached documents, thus preserving the format of your originals. Your graded assignments will be returned as a printed copy by postal mail. Carefully read and follow the directions for the e-mail option provided in this course guide.

GRADING CRITERIA:

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

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Points</th>
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<tbody>
<tr>
<td>Group Observation</td>
<td>200</td>
</tr>
<tr>
<td>Crazy Comic</td>
<td>150</td>
</tr>
<tr>
<td>Movie Assignment Group Dynamics Characteristics</td>
<td>200</td>
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<tr>
<td>Movie Assignment Teamwork Characteristics</td>
<td>200</td>
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<tr>
<td>Reflection Paper on Advantages/Disadvantages of Groups/Teams</td>
<td>150</td>
</tr>
<tr>
<td>Reflection on Text</td>
<td>100</td>
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<td><strong>TOTAL</strong></td>
<td><strong>1,000</strong></td>
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