

**TAS 4110—Leadership and Workplace Effectiveness**  
**Three Semester Hours**

DB  
09/17

**PREREQUISITES:**

University Requisite: None

**COURSE OVERVIEW:**

Covering contemporary organization development that guides individual, team, and organizational change, this course explores all aspects of organizational development. Providing insight into what is driving leadership theory and practice today, it assists students in developing their leadership expertise.

**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:**

De Pree, M. *Leadership Is an Art*. Doubleday: New York, 2004.  
[ISBN: 9780385512466]

De Pree, M. *Leadership Jazz*. Doubleday: New York, 2008. [ISBN: 9780385526302]

Lencioni, P. *The Advantage: Why Organizational Health Trumps Everything Else in Business*. Jossey-Bass: San Francisco, 2012. [ISBN: 9780470941522]

**Internet access** or, if not, the book below:

Robert, H. M., III, et al. *Robert's Rules of Order, Newly Revised: In Brief*. 2nd ed.  
Philadelphia: DaCappo Press, 2004. [ISBN: 9780306820199]

**ADDITIONAL REQUIRED MATERIAL**

Ulhme, M. (Producer), & Stern, J. M. (Director). (2013). *Jobs* [Motion Picture]. USA:  
Five Star Feature Films.

Or

Sorkin, A. (Screenwriter), & Boyle, D. (Producer). (2015). *Steve Jobs* [Motion Picture].  
USA: Universal.

If you do not have access to a DVD/Blue-Ray Player, the book below:

Isaacson, Walter, *Steve Jobs*. New York: Simon and Schuster, 2011.

## NUMBER OF LESSONS:

The course has six lessons. These lessons include

- Lesson 1: Robert's Rules of Order
- Lesson 2: Leadership Analysis
- Lesson 3: Leadership Contrast Paper
- Lesson 4: Organizational Analysis
- Lesson 5: Reflection Graphic on Texts
- Lesson 6: Leadership/Workplace Effectiveness Video

## TYPES OF WRITING ASSIGNMENTS:

Handwritten assignments are acceptable, 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 paramount.

## GRADING CRITERIA:

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

Lesson 1: Meeting Analysis	100 Points
Lesson 2: Leader Analysis	100 Points
Lesson 3: Leadership Contrast Paper	200 Points
Lesson 4: Organizational Analysis	200 Points
Lesson 5: Reflection Graphic on Texts	200 Points
Lesson 6: Video	200 Points
<b>TOTAL</b>	<b>1,000 Points</b>