

**TAS 4340—Applied Leadership in the Workplace**  
**Three Semester Hours**

DB  
02/18

**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:**

Oeltjenbruns, J. (2015). *Rafu: An African Journey*. CreateSpace Independent Publishing: Charleston, SC. [ISBN: 9781507746141]

Gordon, J. (2007). *The Energy Bus*. Wiley: Hoboken, NJ. [ISBN: 9780470100288]

**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:

Lesson 1: Review of Leadership Resources	200 points
Lesson 2: Leadership Analysis	100 points
Lesson 3: Leadership Action Plan	200 points
Lesson 4: Reflection on Texts	200 points
Lesson 5: Leadership vs. Management Video	200 points
<u>Lesson 6: Leadership Graphic</u>	<u>100 points</u>
Total	1,000 points

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