# BUS 303: Developing Your Professional Skills – Advanced Elements

## Course Information:
- **Course Title:** BUS 303: Developing Your Professional Skills – Advanced Elements
- **Class Dates/Times:** Friday / 1:30 p.m. – 4:10 p.m.
- **Location:** Buchanan Hall, Room D001
- **Course Webpage:** [http://courses.gmu.edu](http://courses.gmu.edu)

## Faculty Information:
- **Instructor:** Gretchen Hendricks
- **Office Hours:** Tuesday and Thursday, 12:30 p.m. – 2:30 p.m. and by appointment
- **Office:** Enterprise Hall, Room 239 ([http://info.gmu.edu/Maps/FairfaxMap14lttrClr](http://info.gmu.edu/Maps/FairfaxMap14lttrClr))
- **Email:** ghendri2@gmu.edu

## Course Description:
In this course, you will continue to develop your professional skill set. Topics covered include understanding the modern work environment, business ethics and professional responsibilities, and professional judgment. You will also continue to hone your professional writing and presentation skills, prepare for the job search process, and develop professional development plans. This is a required course in the undergraduate Business program.

## Prerequisite Course:
BUS 103

## Course Outcomes:
Students will:
1. Become aware of the uses of technology in business.
2. Become effective communicators.
3. Recognize the importance of ethical decisions.
4. Be knowledgeable about team dynamics and the characteristics of effective teams.
5. Understand the value of diversity and the importance of managing diversity in the context of business.
6. Develop and enhance critical thinking skills.

## Undergraduate Business Program Learning Goals:
Goal 1: Our students will demonstrate an understanding of the social, global, ethical, and legal contexts of business and will be able to reflect on the role of the individual in business.

Goal 2: Our students will demonstrate an understanding of and the ability to apply knowledge of professional skills necessary for success in business including effective business writing.

Goal 3: Our students will demonstrate technical and analytic skills appropriate for success in business.

Goal 4: Our students will demonstrate an understanding of and the ability to apply knowledge of core business disciplines including accounting, finance, information systems, management, marketing, and operations management.

Goal 5: Our students will demonstrate knowledge and skills appropriate for specialization in their majors.

Goal 6: Our students will demonstrate an understanding of how research in the business disciplines contributes to knowledge and how such research is conducted.
Required Online Materials:
There is no designated textbook for this course; instead, all readings will be assigned by the instructor and provided through Blackboard. Please download required readings and assignments from our course webpage at http://courses.gmu.edu. The course will rely on a combination of readings, online resources, and book chapters.

Approaches to Learning:
This course uses a combination of pre-class preparation through reading and online resources and active learning approaches during class time. Students are expected to complete all assigned pre-work prior to attending class and are expected to attend and fully participate in all class sessions.

Assignments:
Assignment 1: Business Press Synthesis and Presentation 15%
Assignment 2: Employment Package (Résumé, Cover Letter, & Job Posting with Analysis) 20%
Assignment 3: Informational Interview Report 15%
Assignment 4: Training Proposal and Annotated Bibliography 15%
Assignment 5: Professional Training Presentation 10%
Assignment 6: Reflection and Projection 5%
Participation: (In-Class Activities, Mock Interviews, Discussions, LinkedIn, Homework) 20%
Total 100%

Grading Scale:

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<th>Highest</th>
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Note that final grades will NOT be rounded up—please don’t ask.

School of Business Standards of Behavior:
The mission of the School of Business at George Mason University is to create and deliver high-quality educational programs and research. Students, faculty, staff, and alumni who participate in these educational programs contribute to the well being of society. High-quality educational programs require an environment of trust and mutual respect, free expression and inquiry, and a commitment to truth, excellence, and lifelong learning. Students, program participants, faculty, staff, and alumni accept these principles when they join the School of Business community. In doing so, they agree to abide by the following standards of behavior:

- Respect for the rights, differences, and dignity of others
- Honesty and integrity in dealing with all members of the community
- Accountability for personal behavior

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Integrity is an essential ingredient of a successful learning community. Ethical standards of behavior help promote a safe and productive community environment, and ensure every member the opportunity to pursue excellence. School of Business can and should be a living model of these behavioral standards. To this end, community members have a personal responsibility to integrate these standards into every aspect of their experience at the School of Business. Through our personal commitment to these Community Standards of Behavior, we can create an environment in which all can achieve their full potential.

**Honor Code Statement:**
The Honor System and Code adopted by George Mason University will be enforced for this class: [http://oai.gmu.edu/the-mason-honor-code/](http://oai.gmu.edu/the-mason-honor-code/). Plagiarism is a serious offense and will not be tolerated in the School of Business. In your work on all written assignments, keep in mind that you may not present as your own the words, the work, or the opinions of someone else without proper acknowledgement. You also may not borrow the sequence of ideas, the arrangement of material, or the pattern of thought of someone else without proper acknowledgement. In this course, you are expected to use APA style citations and reference lists.

Faculty are obligated, without exception, to submit any Honor Code violations or suspected violations to the Honor Committee. See the last two pages of this syllabus for information about Honor Code sanctions.

**Attendance and Participation:**
On-time attendance in class is expected. If, for some reason, you must miss class, you should contact a peer to make sure you do not fall further behind in readings/assignments. At various points in the course you may need to use electronic devices in class; please limit your use to course-related topics. Other use may result in decreased participation points for the course.

**Timely Submissions:**
All assignments are due by their due date/time and should be posted to Blackboard unless otherwise specified. If you are absent, you are still expected to submit your assignment by its due date/time.

**Formatting Guidelines:**
Please follow each assignment’s guidelines for formatting. Use APA style to cite and reference all sources. Specific instructions for in-text citations and referencing are found in the *Publication Manual of the American Psychological Association*, 6th Edition or at [http://owl.english.purdue.edu/owl/resource/560/01/](http://owl.english.purdue.edu/owl/resource/560/01/).

**Course Communication via Email:**
Email communication for this class is *professional correspondence*. Use this opportunity to practice professional writing, including proper grammar and tone, complete sentences, correct spelling and capitalization, salutation and closing, etc. Generally, emails will be responded to within 24-48 hours except on weekends or during travel. University rules preclude instructors from communicating with students through private email addresses; use your Mason email address for all course communication.

**Peer Reviews, Collaborative Writing, and Group Work:**
Students will engage in frequent small-group activities during class time. During peer reviews, other students may be asked to read, review, and respond to your work. In addition, you will have the opportunity to evaluate the work of others. This component of the class mirrors professional workplace situations that require giving and receiving feedback, and these evaluations will count toward your individual participation grade.

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**Religious Absences:**
If you will miss class for religious reasons, inform the instructor of the anticipated absence as soon as possible.

**Additional Resources:**

**Accessibility and Accommodations**
If you need academic accommodations for special needs, please contact the Office of Disability Services (ODS) at 703-993-2474 and inform the instructor of any special needs as soon as you have your paperwork. Note that accommodations are not retroactive. More information about ODS is available at [http://www.gmu.edu/student/drc](http://www.gmu.edu/student/drc).

**Library Resources**
Should you need assistance with library resources, please contact Business and Economics Liaison Librarian Jo Ann J. Henson, MLIS: [jhenson3@gmu.edu](mailto:jhenson3@gmu.edu). Also, there is a library InfoGuide for this course: [http://infoguides.gmu.edu/busfoundations](http://infoguides.gmu.edu/busfoundations).

**Career Services in the School of Business**
Career Services is located in Suite 038 in Enterprise Hall (lower level). Walk-in appointments are available Monday and Tuesday from 2:00 p.m. – 4:00 p.m. and Thursday and Friday from 10:00 a.m. – 12 p.m. You can also call 703-993-2140 or email [mailto:mycareer@gmu.edu](mailto:mycareer@gmu.edu) to set up an appointment. Review the career events calendar at [http://business.gmu.edu/component/eventcalendar/](http://business.gmu.edu/component/eventcalendar/).

**University Career Services**
For University Career events, see [http://careers.gmu.edu/students/events/](http://careers.gmu.edu/students/events/).

**Counseling Services**
George Mason University’s Counseling and Psychological Services can provide assistance if you find yourself overwhelmed by life, want training in academic or life skills, or just need to talk to a professional counselor. For more information, please visit [https://caps.gmu.edu/](https://caps.gmu.edu/), call 703-993-2380 or stop by their office in Student Union Building 1, Room 3129.

**The Writing Center**
The Writing Center provides peer-to-peer writing support. Writers at all levels benefit from sharing their work with a helpful and knowledgeable peer tutor or consultant. To schedule an appointment, please visit [http://writingcenter.gmu.edu/](http://writingcenter.gmu.edu/), call 703-993-1200, or stop by Robinson Hall A, Room 114. Schedule appointments in advance; the center gets booked up very quickly each semester.

**Inclement Weather and Campus Emergencies**
Information regarding weather-related changes in the University’s schedule (e.g., closing or late opening) will be provided on the GMU website and via Mason Alert. Students can sign up for the Mason Alert system to provide emergency information of various sorts at [https://ready.gmu.edu/masonalert/](https://ready.gmu.edu/masonalert/). An emergency poster in each classroom explains what to do in the event of a crisis.

**Upcoming Career Events:**
- Part-time Job Fair: August 30, 11 a.m. – 2 p.m., Dewberry Hall (JC)
- JobQuest 2017: September 6, 4 p.m. – 7 p.m., HUB Ballroom
- Accounting Practice Interview Day: September 12. To sign up, log in to HireMason, click on "Campus Interviews I Qualify For" under the Shortcuts menu, and search for Practice Interview.
- WelcomeFest: September 13, 4 p.m. – 6 p.m., HUB Ballroom

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• Practice Interview Day: September 26, October 11, and November 16. To sign up, log in to HireMason, click on "Campus Interviews I Qualify For" under the Shortcuts menu, and search for Practice Interview.
• Walk-in Resume Clinic: October 2, 11 a.m. – 5 p.m. and October 3, 1 - 7 p.m., University Career Services, SUB I, Room 3400
• Fall Career Fair: October 4 & 5, 11 a.m. – 2 p.m., Dewberry Hall (JC)
• Women in Business Initiative: November 2. Email kwilliga@gmu.edu for details.

Ask the Professionals career panels and networking series hosted by the School of Business Career Services:
• Accounting: Tuesday, September 12, 10:30 a.m. – 12:30 p.m., Research Hall, Room 163
• ISOM: Wednesday, September 27, 3 p.m. – 5 p.m., Research Hall, Room 163
• Marketing: Thursday, October 12, 3 p.m. – 5 p.m., Research Hall, Room 163
• Management: Monday, October 23, 3 p.m. – 5 p.m., Research Hall, Room 163
• Finance: Tuesday, November 7, 10:30 a.m. – 12:30 p.m., Research Hall, Room 163
• GovCon: Tuesday, November 28, 10:30 a.m. – 12:30 p.m., Research Hall, Room 163

School of Business Events Calendar:
http://business.gmu.edu/component/eventcalendar/

Business Buzz Blog:
http://business.gmu.edu/blog/buzz/
## Honor Code Sanctions:

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<tr>
<th>School of Business Recommendations for Honor Code Violations</th>
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<td><strong>Approved May 2016</strong></td>
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### UG-Non Freshman Students (including transfer students)

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<thead>
<tr>
<th>Type of Violation</th>
<th>First Offense</th>
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<tbody>
<tr>
<td>Plagiarism</td>
<td>An F in the class; referral to Writing Center; and Academic Integrity Seminar completion</td>
<td>An F in the class; referral to the Writing Center; Academic Integrity Seminar completion; termination from the School of Business; and at least one semester suspension or expulsion</td>
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<td>1. Failure to cite/attribute sources</td>
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<td>2. Representing someone else’s work as the student’s own (e.g., copying and pasting)</td>
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<td>Cheating</td>
<td>An F in the class; and Academic Integrity Seminar completion</td>
<td>An F in the class, Academic Integrity Seminar completion; termination from the School of Business; and at least one semester suspension or expulsion</td>
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<td>1. On a minor assignment (e.g., homework, quizzes)</td>
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<td>2. Cheating on a major assignment or exam, submitting course work from another course as original work</td>
<td>An F in the class; and Academic Integrity Seminar completion, and at least one semester suspension</td>
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<td>Lying (e.g., providing fraudulent excuse documents, falsifying data)</td>
<td>An F in the class; and Academic Integrity Seminar completion, and at least one semester suspension</td>
<td>An F in the class; Academic Integrity Seminar completion; termination from the School of Business; and at least one semester suspension or expulsion</td>
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<td>Egregious Violation (e.g., stealing an exam; submitting coursework from another class as original work across multiple courses; lying to an employer about academic performance, false identification or posing as another, in person or online)</td>
<td>An F in the class, Academic Integrity Seminar completion; termination from the School of Business; and at least one year suspension</td>
<td>An F in the class; Academic Integrity Seminar completion; termination from the School of Business; and expulsion</td>
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Note: The Academic Integrity Seminar used by Office of Academic Integrity costs $100.  

George Mason University

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