BUS 303: DEVELOPING YOUR PROFESSIONAL SKILLS: ADVANCED ELEMENTS

Course Information:

Course Title: BUS 303, Developing your Professional Skills: Advanced Elements  
Class Dates/Times: Mondays and Wednesdays, 7:30-8:45 a.m.  
Location: ENT (Enterprise Hall) 174  
Course Webpage: http://courses.gmu.edu

Faculty Information:

Instructor: Larissa Ramos  
Office Hours: Wednesdays 10:30 a.m.-12:30 p.m.  
Office: Enterprise Hall, Lower Level, Office 28; http://info.gmu.edu/Maps/FairfaxMap14IttrClr  
Email: lramos10@gmu.edu  
Phone: 703-993-1637

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 Courses: BUS 103

Course Outcomes:

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 (those in bold will be addressed in this class):

1. Our students will be competent in their discipline. 
2. Our students will be aware of the uses of technology in business. 
3. Our students will be effective communicators. 
4. Our students will have an interdisciplinary perspective. 
5. Our students will be knowledgeable about global business and trade. 
6. Our students will recognize the importance of ethical decisions. 
7. Our students will be knowledgeable about the legal environment of business. 
8. Our students will be knowledgeable about team dynamics and the characteristics of effective teams. 
9. Our students will understand the value of diversity and the importance of managing diversity in the context of business. 
10. Our students will be critical thinkers.
Required Online Materials:
Please download required readings and assignments from our course Webpage, 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: Employment Plan: Resume: 10% and Cover Letter: 10% 20%
Assignment 2: Informational Interview Report: 15% and Thank you note: 5% 20%
Assignment 3: Professional Presentation 20%
Assignment 4: Persuasive Training Proposal: 10% Persuasive Memo and 10% Training Proposal 20%
Participation (Participation and attendance in class– 50%; In-class activities & Homework: 50%
Peer Reviews, Mock Interviews, Discussions, Linkedin, Course reflection: 10 points each=100 Points)
Total 100%

Grading Scale:

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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

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:**

*Honor System and Code:* The Honor System and Code adopted by George Mason University will be enforced for this class and can be found at: [http://oai.gmu.edu/the-mason-honor-code/](http://oai.gmu.edu/the-mason-honor-code/) You will sign a statement on the second day of class certifying that you have read the Code, have asked any questions, and have a complete understanding of all elements of the Code. 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. Please note: Faculty are obligated, without exception, to submit any Honor Code violations or suspected violations to the Honor Committee. School of Business recommendations for violations are posted to Blackboard, under week 1:

**Timely Attendance and Submissions:**

On-time attendance is expected. If you miss class, contact a peer to make sure you do not fall behind. All assignments are due by their due date. No late assignments will be accepted. If you are absent, please submit your assignment by its due date/time.

**Revision Opportunities:**

You have the opportunity to revise one assignment by the Revision due date posted to the course schedule. If the revised version shows *significant* improvement (it is not merely an aesthetic revision), the revision grade will replace the original grade on Blackboard. If the grade does not improve or, in rare instances, if the grade for the revised work is lower than the original grade, the original grade will remain. Generally, revising or “re-seeing” a document involves making substantial changes to it, not merely editing for minor errors. Your revisions will be evaluated based both on the criteria for the assignment and the thoroughness of your revision. Revision instruction will be provided during class, and all revisions will be graded during finals/exam week.

**Formatting Guidelines:**

Please follow each assignment’s guidelines for formatting. If unspecified, use *single-spacing*, left alignment, one-inch margins, 12-point font. To cite and reference professional or academic sources, please use APA style. 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 Emails & GMU Email Account:**

Email correspondence for this class should be considered *professional correspondence*. Use this opportunity to practice engaging in professional correspondence, including proper grammar and tone, complete sentences, correct spelling and capitalization, salutation and closing, etc. Generally, I will respond to your e-mails within 24-48 hrs., except on weekends or during travel. University rules preclude me from communicating with you through private email addresses. As such, please use your Mason email addresses 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. You will have the opportunity to evaluate your team members’ performances. This component of the class mirrors several professional workplace situations that require giving and receiving feedback, and this evaluation will count toward your individual participation grade.

**Additional Resources:**

**Accessibility and Accommodations:**

If you need academic accommodations for students with special needs, please contact the Office of Disability Services (ODS) at 703-993-2474 and inform me of any special needs by the first week of classes. More information about ODS is available at [http://www.gmu.edu/student/drc](http://www.gmu.edu/student/drc).

**Business Library Liaison:**

For assistance with Library resources, please contact: Jo Ann J. Henson, MLIS at jhenson3@gmu.edu. Business and Economics Liaison Librarian. Business scholarly resources are also available at: [http://infoguides.gmu.edu/business](http://infoguides.gmu.edu/business). For the info guide developed by the Library to assist you getting started with research for this class, please visit: [http://business.gmu.edu/undergraduate/career-services/bus492/](http://business.gmu.edu/undergraduate/career-services/bus492/).

**Career Services in the School of Business:**

Call 703-993-1880 to set up a 30-minute appointment for in-depth career questions. Also, please review their events calendar at [http://business.gmu.edu/component/eventcalendar/](http://business.gmu.edu/component/eventcalendar/). To learn more about the School of Business Internship for credit, please visit: [http://business.gmu.edu/undergraduate/career-services/bus492/](http://business.gmu.edu/undergraduate/career-services/bus492/).

**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. Please visit [http://www.gmu.edu/departments/csd/](http://www.gmu.edu/departments/csd/). Call 703-993-2380 or stop by the 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 online, please visit: More information is available at [http://writingcenter.gmu.edu/](http://writingcenter.gmu.edu/). Call 703-993-1200, or stop by Robinson Hall, Room 114A.

**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 MasonAlert. Sign up for the Mason Alert system to provide emergency information of various sorts at [https://alert.gmu.edu](https://alert.gmu.edu). An emergency poster in each classroom explains what to do in the event of crisis. For further information about emergency procedures, please visit [http://www.gmu.edu/service/cert](http://www.gmu.edu/service/cert) or call 703-993-3375.

**Upcoming Events (subject to change):**

- **Ask the Professionals: Marketing/PR**: February 9, 2016 5-7pm, Research 1, Room 163
- **Spring Career Fair**: February 17 and 18, 11am-4pm, Johnson Center, Dewberry Hall
- **Ask the Professionals: ISOM/Technology**: March 2, 2016, 5-7pm, JC, George’s
- **Ask the Professionals: Accounting**: TBD
- **Ask the Professionals: Finance**: TBD
- **Ask the Professionals: Management**: TBD

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For a complete listing of School of Business events, please see:
http://business.gmu.edu/component/eventcalendar/
For University Career events, including practice interview days, please visit: http://careers.gmu.edu/students/events/

Questions? Please email me at lramos10@gmu.edu with any questions. I look forward to working with you.