College classes can teach many things about the business world, but the true test of an education comes when classroom knowledge is put to work in real-life situations. This course helps the student to gain real-world experience in his or her chosen field and to integrate this experience into the overall educational program.

**Prerequisites**
- You must have been accepted into Business School as an accounting major or business major
- You must have earned at least 75 hours of college credit
- You must have an internship for the semester involving a total of at least 150 work hours. The internship must be approved by the Business School Career Services to certify that the content is appropriate for an internship-for-credit program.
- You must have filled out and submitted a set of forms available through the Business School Services before the deadline established by the Career Services administrator.

**Resources**

**Course Web site**
[https://mymasonportal.gmu.edu](https://mymasonportal.gmu.edu)
Required text – purchase online.

5 Steps To Professional Presence: How to Project Confidence, Competence, and Credibility at Work

by Susan Bixler and Lisa Scherrer Dugan

Other readings
You will select your own readings (in consultation with the instructor).

How to get help
If you need to ask me a question or to discuss a problem, please do not hesitate to contact me. I am happy to assist in any way I can. You have several options:

- E-mail me. I check e-mail at least once a day, Mon – Fri, unless I am out of town.
- Visit me or call me in my office during regular office hours, or make an appointment to see me outside of office hours.
- The George Mason Writing Center has a guide for email communication. Here is the link: http://s3.amazonaws.com/chssweb/documents/19026/original/Sending_Email_to_Faculty_and_Administrators.pdf?1476377564

Assignments

All of the following assignments may be described in more depth on the course web site.

You will maintain a journal of your work experiences, making at least one entry per week (due by Monday). The purpose of the journal is threefold:

1. To record a history of your work experience.
2. To encourage you to reflect on the experience and what it is teaching you about yourself and about the business world in general.
3. To help you to relate your work experience to your class work and recommendations from the textbook.
4. Further instructions are found under the Journal tab in blackboard. The entries are to be recorded directly in the Journal tab. No attachments should be used.

Research paper
You will write a research paper on a topic of your choice (approved by the instructor), related to your major. You will do independent reading on your chosen topic and then write a paper summarizing what you have learned. Instructions are on blackboard. Sources need to be scholarly journals.

Supervisor evaluations
Your supervisor will be asked to submit a written evaluation of your performance on two occasions—once midway through the semester, and once at the end of the semester.

**Meetings with instructor**
You should have two meetings with the instructor:
1. **Week 2:** to get acquainted with the instructor, to briefly discuss your internship assignment, to identify possible topics for your semester project, and to get you started with your internship journal.
2. **Week 7:** to assess your progress on your semester project and to review about the mid-semester evaluation submitted by your supervisor in order to look for opportunities to improve your job performance.
   Also to discuss possible themes for your presentation and to answer any questions you may have in the final stages of your semester project.

Additional meetings can be scheduled if the need arises.

**Grading**
Maximum points to be awarded for each activity in the course are:

<table>
<thead>
<tr>
<th>Activity</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Internship journal- Eight as a minimum</td>
<td>30%</td>
</tr>
<tr>
<td>Research paper Topic, 5%; paper 25%</td>
<td>30%</td>
</tr>
<tr>
<td>Mid-semester evaluation (by supervisor)</td>
<td>20%</td>
</tr>
<tr>
<td>Final evaluation (by supervisor)</td>
<td>20%</td>
</tr>
</tbody>
</table>

Grades will be assigned as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90.0 – 100.0%</td>
</tr>
<tr>
<td>B</td>
<td>80.0 – 89.9%</td>
</tr>
<tr>
<td>C</td>
<td>70.0 – 79.9%</td>
</tr>
<tr>
<td>D</td>
<td>60.0 – 69.9%</td>
</tr>
<tr>
<td>F</td>
<td>0 – 59.9%</td>
</tr>
</tbody>
</table>
# Tentative Schedule

## Spring Semester 2017

<table>
<thead>
<tr>
<th>Week of</th>
<th>Research paper</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan 23</td>
<td>Make sure your paperwork is turned in to Business School Student Services!</td>
<td></td>
</tr>
<tr>
<td>Jan 30</td>
<td>First meeting with instructor</td>
<td></td>
</tr>
<tr>
<td>Feb 6*</td>
<td>Start journal entries NLT 02/06. Look for journal tab under Course Tools in blackboard. The journal entries are entered into this link. Pertinent instructions are located in this link. There should be no attached documents.</td>
<td></td>
</tr>
<tr>
<td>Feb 20</td>
<td>Proposal due via e-mail by 5:00 pm, Feb 24</td>
<td></td>
</tr>
<tr>
<td>Mar 6</td>
<td>Second meeting with instructor</td>
<td></td>
</tr>
<tr>
<td>Mar 13</td>
<td>Mid-semester evaluation due from supervisor by 03/17 (you may want to remind him/her)</td>
<td></td>
</tr>
<tr>
<td>Mar 20</td>
<td>Meeting with instructor, if needed.</td>
<td></td>
</tr>
<tr>
<td>Apr 10</td>
<td>Bibliography due via e-mail by 5:00 pm Friday, April 14</td>
<td></td>
</tr>
<tr>
<td>May 1</td>
<td>Paper due on blackboard by 4:00pm, May 1</td>
<td></td>
</tr>
<tr>
<td>May 1</td>
<td>Final evaluation due from supervisor by Friday 05/5</td>
<td></td>
</tr>
</tbody>
</table>

* - journal entries are due by Monday with a minimum of eight. Instructions found in blackboard.
Honor code
Academic honesty is important to maintaining the integrity of our university, which helps to ensure that your degree will earn you the respect you deserve in the job market. In this course you will be expected to adhere to the George Mason University Honor Code, and also to the specific rules listed below. Failure to do so may result in the filing of a complaint with the Honor Committee.

- Your journal entries, research paper, and presentation must be entirely your own work. You cannot submit a paper on a topic that you submitted in a previous class. It will be considered cheating if you submit a paper or topic used in another class, even in abbreviated form. You may, though, consult with the Writing Center about the research paper as often as you like.
- When you reference the work of others in your research paper, either through verbatim quotes or by substantial paraphrasing, clearly identify the quoted material, and also indicate its source in a footnote or an endnote.
- Sources for specific facts and statistics should also be cited.

Honor Code
To promote a stronger sense of mutual responsibility, respect, trust, and fairness among all members of the George Mason University community and with the desire for greater academic and personal achievement, we, the student members of the University Community have set forth this:

Student members of the George Mason University community pledge not to cheat, plagiarize, steal, or lie in matters related to academic work.

The paragraph on below is excerpted from

http://oai.gmu.edu/the-mason-honor-code-2/

It shall be a violation of this Honor Code to Lie, Cheat or Steal. The following list is illustrative of Honor Code violations but is not exhaustive:
- Assignments (including examinations) are to be the sole work of the student unless specifically authorized otherwise by the professor.
- To give, receive, or utilize unauthorized assistance in preparation for or during an assignment is a violation of this Honor Code.
- To continue working on an assignment or an examination beyond the allotted time period.
- To plagiarize.
- To fail to report a suspected violation when a student has reasonable cause to believe that an Honor Code violation has occurred.

Check the link for more examples of Honor Code violations.

For excellent examples of on-line plagiarism and related matters, see
Please consult the “Honor Code” section of the George Mason University Student Handbook for specific rules about academic integrity.

**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.

**STUDENT PRIVACY**

The Family Educational Rights and Privacy Act of 1974 (FERPA) gives protection to student educational records and provides students with certain rights. George Mason University strives to fully comply with FERPA by protecting the privacy of student records and judiciously evaluating requests for release of information from those records. For further information on FERPA and student privacy, please see the dedicated page provided by the Office of the University Registrar (http://registrar.gmu.edu/students/privacy/).

**DISABILITY STATEMENT**

Students with disabilities who require special accommodation should contact the Office of Disability Services (http://ds.gmu.edu/) to request accommodations. Please also inform the instructor of their needs so it can be taken into consideration. Please take care of this during the first two weeks of the semester.

**DIVERSITY**

George Mason University promotes a living and learning environment for outstanding growth and productivity among its students, faculty and staff. Through its curriculum, programs, policies, procedures, services and resources, Mason strives to maintain a quality
environment for work, study and personal growth. These goals apply to online learning at George Mason University equally as it does to classroom learning. An emphasis upon diversity and inclusion throughout the campus community is essential to achieve these goals. Diversity is broadly defined to include such characteristics as, but not limited to, race, ethnicity, gender, religion, age, disability, and sexual orientation. Diversity also entails different viewpoints, philosophies, and perspectives. Attention to these aspects of diversity will help promote a culture of inclusion and belonging, and an environment where diverse opinions, backgrounds and practices have the opportunity to be voiced, heard and respected. For further information, please see the Office of Diversity, Inclusion and Multicultural Education (https://odime.gmu.edu/).

This is the link to the Mason University Life religious holiday calendar http://ulife.gmu.edu/calendar/religious-holiday-calendar/ . It is the obligation of students, within the first two weeks of the semester, to provide faculty members with the dates of major religious holidays on which they will be absent due to religious observances.

RESOURCES AND SUPPORT

Student services: If you are a student with a disability and you need academic accommodations, please see me and contact the (ODS) http://ds.gmu.edu/ or call 703- 993-2474. All academic accommodations must be arranged through the ODS.

Mason offers counseling and psychological services that can provide assistance if you find yourself overwhelmed by life, want training in academic or life skills, or the like.

University policies: The University Catalog is the central resource for university policies affecting student, faculty and staff conduct in university affairs. 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. Changes to schedule or deliverable due dates, if any, will be communicated via email and on Blackboard.

Mason Student privacy is governed by the Family Educational Rights and Privacy Act (FERPA) and is an essential aspect of this course.

Copyright: Any audio or visual recording of lectures, reuse or remix of course materials, or further dissemination of course content is not permitted without prior written consent of the course instructor and George Mason University unless the recording is part of an approved accommodation plan.

Disclaimer: Any changes to assignments or course schedule will be announced on Blackboard and/or via e-mail. Inability to access the course webpage or failure to read e-mails cannot be an excuse for late submissions or non-completion of assignments.

Blackboard

Course information will be available through the class website on blackboard. Check it for study guides, announcements, homework or assignment changes.
Please sign below and give this page to the instructor at your first meeting.

I have read this syllabus and understand its contents. I understand that the course will be conducted in accordance with the terms of this syllabus, and that I am responsible for understanding and abiding by these terms.

______________________________________________ ________________ _______
Signature         Date

________________________________________________
Print your name