BUS 303: DEVELOPING YOUR PROFESSIONAL SKILLS – ADVANCED ELEMENTS

Course Information:
Course Title: BUS 303: Developing Your Professional Skills – Advanced Elements
Class Dates/Times: Wednesdays, 10:30 am – 1:10 pm (Section 14)
Location: Loudoun: Signal Hill 2011
Course Webpage: http://courses.gmu.edu

Faculty Information:
Instructor: Elaine Viccora
Office Hours: 11:30 am – 1 pm on Mondays and Thursdays and by appointment
Office: Enterprise, Rm. 239
Email: eviccora@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:
1. Students will increase self-awareness by evaluating their interpersonal skills and the ability to influence the decision-making processes.
2. Students will evaluate various business trends, issues, and industries to inform their professional perspectives.
3. Students will research, analyze, and create information to assist with their career readiness.
4. Students will analyze and improve their ability to effectively organize and communicate ideas through oral and written expression.

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](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. Professional behavior is expected throughout the course as defined in classroom discussions.

**Assignments:**

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Description</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>Assignment 1:</td>
<td>Business Press Synthesis Presentation and Web Publication</td>
<td>15%</td>
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<tr>
<td>Assignment 2:</td>
<td>Employment Package (Résumé, Cover Letter, &amp; Job Posting with Analysis)</td>
<td>20%</td>
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<td>Assignment 3:</td>
<td>Informational Interview Report</td>
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<td>Assignment 4:</td>
<td>Training Proposal and Annotated Bibliography</td>
<td>15%</td>
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<td>Assignment 5:</td>
<td>Professional Training Presentation</td>
<td>10%</td>
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<td>Assignment 6:</td>
<td>Reflection and Projection</td>
<td>5%</td>
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<tr>
<td>Participation:</td>
<td>(In-Class Activities, Mock Interviews, Discussions, LinkedIn, Homework)</td>
<td>20%</td>
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</table>

**Total** 100%

**Grading Scale:**

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<thead>
<tr>
<th>Highest</th>
<th>Lowest</th>
<th>Letter</th>
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<tbody>
<tr>
<td>100.00 %</td>
<td>93.00 %</td>
<td>A</td>
</tr>
<tr>
<td>92.99 %</td>
<td>90.00 %</td>
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<td>89.99 %</td>
<td>87.00 %</td>
<td>B+</td>
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<tr>
<td>86.99 %</td>
<td>83.00 %</td>
<td>B</td>
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<tr>
<td>82.99 %</td>
<td>80.00 %</td>
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<tr>
<td>79.99 %</td>
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<tr>
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<td>C-</td>
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<td>69.99 %</td>
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<td>D</td>
</tr>
<tr>
<td>59.99 %</td>
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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

BUS 303: Developing your Professional Skills – Advanced Elements
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. If these Standards of Behavior are violated, then students may be required to complete additional learning activities assigned by the instructor.

Honor Code Statement:
The Honor System and Code adopted by George Mason University will be enforced for this class: https://oai.gmu.edu/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, and students are expected to stay for the full duration of the class. If, for some reason, you must miss class, you should contact a peer to assess what was covered and consult Blackboard.

This class will be electronics-free except for select in-class activities as assigned by the instructor. Cell phones and laptops are to be turned off or placed on silent mode during class time, as well as stowed away and out of sight. Students are expected to take notes by hand and/or consult the PowerPoints posted on Blackboard. Other use of electronics will 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. Late work will be penalized.

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/.

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 grade. For students who do not contribute sufficiently to their group assignment, instructors have the discretion to reduce their grades accordingly.

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

**Notice of Mandatory Reporting:**
As a faculty member, I am designated as a “Responsible Employee,” and must report all disclosures of sexual assault, interpersonal violence, and stalking to Mason’s Title IX Coordinator per University Policy 1412. If you wish to speak with someone confidentially, please contact one of Mason’s confidential resources, such as Student Support and Advocacy Center (SSAC) at 703-380-1434 or Counseling and Psychology Services (CAPS) at 703-993-2380. You may also seek assistance from Mason’s Title IX Coordinator by calling 703-993-8730 or emailing cde@gmu.edu.

**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. 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 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/, 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/, 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/. An emergency poster in each classroom explains what to do in the event of a crisis.

Upcoming Career Events:
Spring 2018 Career Fair, February 21 – 22, 2018, Johnson Center, Dewberry Hall

Ask the Professionals career panels and networking series hosted by the School of Business Career Services:

Spring 2018 ATP Dates
Marketing – Tuesday, February 6 – 10:30am to 12:30pm, Research Hall 163
ISOM – Thursday, February 15 – 3pm to 5pm, Research Hall 163
Finance – Thursday, February 22 – 10:30am to 12:30pm, Research Hall 163
Entrepreneurship – Wednesday, March 7 – 3pm to 5 pm (Hosted in The MIX, Fenwick Library)
Business Analytics – Tuesday, March 20 – 10:30am to 12:30pm, Research Hall 163
Federal Government – Monday, April 2 – 3pm to 5pm, Research Hall 163
Management – Wednesday, April 18 – 10:30am to 12:30pm, Research Hall 163
Accounting – Monday, April 23 – 3pm to 5pm, Research Hall 163

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

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

<table>
<thead>
<tr>
<th>Type of Violation</th>
<th>First Offense</th>
<th>Second Offense</th>
</tr>
</thead>
<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 Writing Center; Academic Integrity Seminar completion; termination from the School of Business; and at least one semester suspension or expulsion</td>
</tr>
<tr>
<td>1. Failure to cite/attribute sources</td>
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<tr>
<td>2. Representing someone else's work as the student's own (e.g., copying and pasting)</td>
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<tr>
<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>
</tr>
<tr>
<td>1. On a minor assignment (e.g., homework, quizzes)</td>
<td></td>
<td></td>
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<tr>
<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</td>
<td></td>
</tr>
<tr>
<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>
</tr>
<tr>
<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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</tbody>
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Note: The Academic Integrity Seminar used by Office of Academic Integrity costs $100. 

George Mason University