Course Title: BUS 103: Developing Your Professional Skills – Foundational Elements (3 credits)
Class Dates/Times: Asynchronous
Location: Online
Course Webpage: http://courses.gmu.edu

Instructor: Ashley Yuckenberg
Office Hours: TF- 10-11am through BlackBoard Collaborate Ultra
Office: Enterprise 134
Email: amcclel2@gmu.edu (preferred contact)
703-323-0154

Course Description:
In this course, students will begin to investigate and develop their professional skill set. Topics covered include an introduction to the business school and the business world, what it means to be professional, how to consume the business press, and how to research business issues. Students will also begin to develop professional writing and presentation skills, explore career options and the job search process, and develop personal educational and professional development plans.

Prerequisite Courses:
None

Course Outcomes (highlights emphasize Mason Impact):
1. Students will increase self-awareness by evaluating their intrapersonal skills and decision-making processes.
2. Students will work collaboratively in teams to explore and identify various business functions, and the opportunities at GMU and the School of Business.
3. Students will research, analyze, and evaluate information from multiple perspectives to assist with their academic and career planning.
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.

BUS 103: Developing Your Professional Skills – Foundational Elements
Goal 6: Our students will demonstrate an understanding of how research in the business disciplines contributes to knowledge and how such research is conducted.

Mason Impact Distinction:
This course is designated as one of the Mason Impact courses, as part of George Mason’s Undergraduate Education Program, preparing “students to tackle significant global questions and challenges by investigating meaningful questions, engaging multiple perspectives, and creating new knowledge within the context of Undergraduate Research and Creative Activity, Civic Engagement, Entrepreneurship, and Global Activities.”

More specifically, BUS 103: Developing Your Professional Skills – Foundational Elements, encourages students to be introspective, discern their professional identity, and explore how to use their knowledge, skills, and values to engage with and impact the broader professional world. For one of the main assignments – Business Functions paper and formal presentation – students work in teams to investigate one of the core business functions (accounting, finance, marketing, management, or IT), explore the opportunities in that function, and teach their peers about that particular function. BUS 103 students also complete a professional development plan, in which they articulate professional goals, identify knowledge and skill gaps, explore how their values affect their pursuits, identify a specific plan for developing their skills/knowledge. The course culminates with students sharing these plans with their peers and discussing how they will implement the plan so they can capitalize on their talents and have an impact in the broader world.

Grading Scale:

<table>
<thead>
<tr>
<th>Highest</th>
<th>Lowest</th>
<th>Letter</th>
</tr>
</thead>
<tbody>
<tr>
<td>100.00 %</td>
<td>93.00 %</td>
<td>A</td>
</tr>
<tr>
<td>92.99 %</td>
<td>90.00 %</td>
<td>A-</td>
</tr>
<tr>
<td>89.99 %</td>
<td>87.00 %</td>
<td>B+</td>
</tr>
<tr>
<td>86.99 %</td>
<td>83.00 %</td>
<td>B</td>
</tr>
<tr>
<td>82.99 %</td>
<td>80.00 %</td>
<td>B-</td>
</tr>
<tr>
<td>79.99 %</td>
<td>77.00 %</td>
<td>C+</td>
</tr>
<tr>
<td>76.99 %</td>
<td>73.00 %</td>
<td>C</td>
</tr>
<tr>
<td>72.99 %</td>
<td>70.00 %</td>
<td>C-</td>
</tr>
<tr>
<td>69.99 %</td>
<td>60.00 %</td>
<td>D</td>
</tr>
<tr>
<td>59.99 %</td>
<td>0.00 %</td>
<td>F</td>
</tr>
</tbody>
</table>

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.

Access Blackboard:
Institutional link available through MyMason.
https://help.blackboard.com/Learn/Instructor/Getting_Started/Log_in_to_Learn

Required Technology: All School of Business Undergraduate Students must have access to a portable computing device that meets the following minimum standards- 8 GB memory, Video/Audio streaming, 120 GB hard drive space, wireless capability. Phones of any sort are not acceptable in place of a laptop, and also a keyboard is required. See full policy here: https://business.gmu.edu/blog/buzz/2020/04/20/updated-school-of-business-laptop-policy/

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.

BUS 103: Developing Your Professional Skills – Foundational Elements
Assignments:
Assignment 1: Time Management Log and Reflection 10%
Assignment 2: Business Functions: Team paper and presentation 15%
Assignment 3: Résumé Critique and Reflection 15%
Assignment 4: Professional Development Plan 25%
Participation: ProfessionalQuest, In-Class Activities, Community Event, Homework, Readings, etc. 35%

TOTAL 100%

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

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. The 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.

Netiquette:
Although we are online the University expects you to use the same courteous behavior you would for an in-person course. I expect the same respect for everyone, honesty and integrity, and accountability for your personal behavior. Please be aware of the following netiquette expectations: http://www.albion.com/netiquette/corerules.html.

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. If, for some reason, you must miss class, you should contact a peer to assess what was covered. 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. 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.

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.

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.

Career Services in the School of Business
Career Services is located in Suite 042 in Enterprise Hall (lower level). Walk-in appointments are available Monday and Tuesday from 2:00 p.m. – 4:00 p.m. and 5:00 – 8:00 p.m. or 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/career/.

University Career Services
For University Career events, see 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.

**ProfessionalQuest:**
School of Business Career Services hosts a series of networking/employer tabling/Q&A session events. BUS 103 students must attend at least one of these events during the semester and complete a writing activity per their professor’s instructions.

Given that all on campus activities have been cancelled for summer courses, Career Services will be providing virtual ProfessionalQuests. I will provide links as soon as available. You will be required to watch ONE of these videos and post your summary and reflection.

**Career/Mason Community Events:**

- **School of Business Events Calendar:**

- **Business Buzz Blog:**
  [http://business.gmu.edu/blog/buzz/](http://business.gmu.edu/blog/buzz/)

- **Today @ Mason Calendar:**
  [https://www2.gmu.edu/today-mason](https://www2.gmu.edu/today-mason)

- **Mason360 Student Organizations:**
  [https://mason360.gmu.edu/home_login](https://mason360.gmu.edu/home_login)

- **University Career Services**
  [https://careers.gmu.edu/events](https://careers.gmu.edu/events)

- **Learning Services Academic Workshops**
  [https://learningservices.gmu.edu/spring-2020-workshop-schedule/](https://learningservices.gmu.edu/spring-2020-workshop-schedule/)
<table>
<thead>
<tr>
<th>Week/Class Dates</th>
<th>Class Topics, Assignments, and Due Dates</th>
</tr>
</thead>
</table>
| **1: 6/1**       | **Topics:** Syllabus with Course Outcomes and Expectations, Success in College, Goal Setting, Review Assignment 1 – Time Management Log and Reflection  
**Tasks:** Syllabus Quiz  
Success in college Discussion Board  
2 SMART goals |
| **2: 6/8**       | **Topics:** Academic Integrity  
Library Resources  
Review Assignment 4 – Professional Development Plan  
Building a Personal Brand and Network, Use of Social Media  
**Tasks:** Time Management Log Tallies  
Complete StrengthsFinder  
Finish Professional Development Plan Draft (Sections 1-4)  
Integrity and Library Quiz  
Social Media Edit Discussion Board |
| **3: 6/15**      | **Topics:** Introduction to Team Environments  
Giving and Receiving Feedback  
Review Assignment 2 – Business Functions Paper & Presentation StrengthsFinder  
**Tasks:** Assignment 1 – Time Management Log and Reflection DUE  
Team StrengthsFinder Response and Team Charter  
Complete Peer Reviews of Professional Development Plan  
Review Assignment 3 – Resume Critique and Reflection |
| **4: 6/22**      | **Topics:** Resume Development and Writing, Business Etiquette |
| Tasks: | Resume Critiques  
|        | Submit Business Functions Paper and Presentation  
|        | Resume Guided Questions  
|        | Resume discussion Board  
|        | Etiquette Top 10 Tips Discussion Board  

5: 6/29

| Topics: | Understanding and Applying Workplace Values  
|         | Organizational Culture/Structure  
| Tasks: | Assignment 3 – Resume Critique and Reflection **DUE**  
|         | Workplace Values Assessment  
|         | Top 3 Workplace Reflection  

Finals: 7/3

| Tasks: | Assignment 5 – Professional Development Plan **DUE**  
|         | Professional Quest write up **DUE**  

**Assignment Due Dates:**

I will upload all content on Friday and initial responses to discussion boards will be due by the next Wednesday at noon, responses to peers’ will be due Sunday at noon, unless otherwise noted. Major Assignments will be due Sunday at noon, unless otherwise noted.
Honor Code Sanctions:

<table>
<thead>
<tr>
<th>School of Business Recommendations for Honor Code Violations</th>
<th>Approved May 2016</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>UG-Freshman Students</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Type of Violation</strong></td>
<td>First Offense</td>
</tr>
<tr>
<td>Plagiarism</td>
<td></td>
</tr>
<tr>
<td>1. Failure to cite/attribute sources</td>
<td>A 10% reduction in the final course grade; referral to the Writing Center; and Academic Integrity Seminar completion</td>
</tr>
<tr>
<td>2. Representing someone else's work as the student's own [e.g., copying and pasting]</td>
<td>An F in the class; referral to the Writing Center; and Academic Integrity Seminar completion</td>
</tr>
<tr>
<td>Cheating</td>
<td></td>
</tr>
<tr>
<td>1. On a minor assignment [e.g., homework, quizzes]</td>
<td>A 10% reduction in the final course grade; and Academic Integrity Seminar completion</td>
</tr>
<tr>
<td>2. Cheating on a major assignment or exam, submitting coursework from another course as original work</td>
<td>An F in the class; and Academic Integrity Seminar completion</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</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 semester suspension</td>
</tr>
</tbody>
</table>

Note: The Academic Integrity Seminar used by Office of Academic Integrity costs $100. George Mason University
<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 the 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>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Representing someone else’s work as the student’s own (e.g., copying and pasting)</td>
<td></td>
<td></td>
</tr>
<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>
</tr>
<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, and at least one semester suspension</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>
</tr>
</tbody>
</table>

Note: The Academic Integrity Seminar used by Office of Academic Integrity costs $100.