BUS 103: DEVELOPING YOUR PROFESSIONAL SKILLS: FOUNDATIONAL ELEMENT

Course Information:
Course Title: BUS 103: Developing Your Professional Skills: Foundational Elements
Class Dates/Times: TR 3:00 p.m. – 4:15 p.m.
Course Webpage: http://courses.gmu.edu

Faculty Information:
Instructor: Prof. Haider
Office Hours: By appointment only. Please send an email to schedule an appointment.
Office: Room 627
Email: shaider7@gmu.edu (Best Way to Contact)

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:
Students will:
1. Demonstrate an understanding of skills necessary to be successful as a student.
2. Demonstrate an understanding of the job search process.
3. Understand and identify various business functions.
4. Apply knowledge about group dynamics and development to team environments.
5. Understand and respect diversity and difference 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:**

**Required Text:** *Please Take Care of Mom* By Kyung Sook Shin

- Korean natives who are fluent in Korean will buy the Korean version of the book
- Foreign students who are fluent in Korean will also buy the Korean version
- Foreign students who don't know Korean will buy English version of the book

Furthermore, 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

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**Class Assignments**

<table>
<thead>
<tr>
<th>Assignments</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Weekly Journal Assignments</td>
<td>100</td>
</tr>
<tr>
<td>Time Management Log and Reflection</td>
<td>100</td>
</tr>
<tr>
<td>Managing Stress for Peak Performance</td>
<td>90</td>
</tr>
<tr>
<td>Emotional Intelligence and Inner Resilience</td>
<td>70</td>
</tr>
<tr>
<td>Speech Outline: In-Class Exercise <em>(No makeup if absent)</em></td>
<td>10</td>
</tr>
<tr>
<td>Presentation Slides: In-Class Exercise <em>(No makeup if absent)</em></td>
<td>10</td>
</tr>
<tr>
<td>3 Point Format Communication: In-Class Exercise <em>(No makeup if absent)</em></td>
<td>10</td>
</tr>
<tr>
<td>Internal Business Proposal: Problem-Solution Format</td>
<td>70</td>
</tr>
<tr>
<td>Business Research Paper: Training Proposal</td>
<td>100</td>
</tr>
<tr>
<td>Training Proposal Presentation</td>
<td>100</td>
</tr>
<tr>
<td>Business Functions Presentation</td>
<td>100</td>
</tr>
<tr>
<td>Resume Critique and Reflection</td>
<td>70</td>
</tr>
<tr>
<td>Professional Development Plan</td>
<td>70</td>
</tr>
<tr>
<td>Final Exam Comprehensive</td>
<td>100</td>
</tr>
<tr>
<td><strong>Total Points</strong></td>
<td><strong>1000</strong></td>
</tr>
</tbody>
</table>

**Note 1:** 30% deduction on late assignments with no feedback provided.
Attendance Policy
1. 2 absences are allowed, which can be used for whatever reason – sick leave or otherwise. However, you are still responsible for classwork, and submitting the assignments on time.
2. There will be a 10 points deduction for additional absences even for sick leaves.
3. Coming to the class late policy:
   a. Deduction of 2 points – up to 10 minutes late
   b. Deduction of 5 points – more than 10 minutes late

Academic Resource Center:
The Academic Resource Center, GMUK is in the business of looking at your papers and problems to improve your academic achievement in the area of Writing, Mathematics, Accounting, Statistics, and Economics. You are invited to utilize the faculty and student tutor services at a variety of stages in your academic activities, checking to see that your project specifically meets the directions specified by your instructor. While tutors are helping you in your writing or projects, they do help you become conscious of particular error patterns that emerge in your work. For more information, please contact Professor Eunmee Lee, director of the Academic Resource Center (elee45@gmu.edu, office #638).

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:

  o Respect for the rights, differences, and dignity of others
  o Honesty and integrity in dealing with all members of the community
  o 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.
**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/

Plagiarism is a serious offense and will not be tolerated in the School of Business. In your work on all写的 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 is a part of your course grade. 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/

**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.

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

**Additional Resources:**

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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/BUS103

University Career Services
For University Career events, see http://careers.gmu.edu/students/events/

Inclement Weather and Campus Emergencies
Information regarding weather-related and/or other changes in the course schedule (e.g., closing or late opening) will be communicated via email from the instructor. An emergency poster in each classroom explains what to do in the event of a crisis.

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

Honor Code Sanctions
Please check the rubrics below for honor code violations:
<table>
<thead>
<tr>
<th>Type of Violation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Plagiarism</td>
</tr>
<tr>
<td>1. Failure to cite/attribute sources</td>
</tr>
<tr>
<td>2. Representing someone else's work as the student's own (e.g., copying and pasting)</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Cheating</td>
</tr>
<tr>
<td>1. On a minor assignment (e.g., homework, quizzes)</td>
</tr>
<tr>
<td>2. Cheating on a major assignment or exam, submitting course work from another course as original work</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Lying (e.g., providing fraudulent excuse documents, falsifying data)</td>
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<tr>
<td></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>
</tr>
</tbody>
</table>

Note: The Academic Integrity Seminar used by Office of Academic Integrity costs $100.
# School of Business Recommendations for Honor Code Violations

**Approved May 2016**

## UG-Non Freshman Students (including transfer students)

<table>
<thead>
<tr>
<th>Type of Violation</th>
<th>First Offense</th>
<th>Second Offense</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Plagiarism</strong></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>
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<td><strong>Cheating</strong></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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<tr>
<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><strong>Lying (e.g., providing fraudulent excuse documents, falsifying data)</strong></td>
<td>An F in the class; and Academic Integrity Seminar completion; and at least one semester suspension</td>
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<td><strong>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)</strong></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>
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