



School of Business



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### BUS 303: DEVELOPING YOUR PROFESSIONAL SKILLS – ADVANCED ELEMENTS

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Course Title: BUS 303-K01: Developing Your Professional Skills – Advanced Elements  
Class Dates/Times: Monday/Wednesday 6:30pm – 7:45pm  
Location: G406  
Course Webpage: <https://masonkorea.gmu.edu/courses/bus303>

Instructor: Kimberlie Fair  
Office Hours: Tuesday/Thursday 6:00pm – 6:30pm and by appointment  
Office: G554  
Email: [kfair2@gmu.edu](mailto:kfair2@gmu.edu)

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#### 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 (highlights emphasize Mason Impact)

1. Students will increase self-awareness by evaluating their interpersonal skills and the **ability to influence and have an impact on the decision-making processes**.
2. Students will **evaluate various business trends, issues, perspectives**, and industries to inform their own 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.

## **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 303: Developing Your Professional Skills – Advanced Elements has an interpersonal focus and encourages students to explore how they can impact others through use of professional skills such as persuasive oral and written communication, emotional intelligence, and teamwork. One of the major assignments has students using the business press to be aware of local and global trends and events, in order to inform their thinking and actions. In another team assignment, BUS 303 students work in teams to research a specific aspect of professional development, tailor that content to a target audience within a relevant company by way of a written persuasive training proposal, and deliver an oral training presentation with an interactive activity that educates and impacts peers.

As a member of the George Mason University community, the School of Business plays an integral role in building an educational environment that is committed to anti-racism and inclusive excellence. An anti-racist approach to higher education acknowledges the ways that individual, interpersonal, institutional, and structural manifestations of racism against Black individuals and other people of color contribute to inequality and injustice in our classrooms, on our campuses, and in our communities, and it strives to provide our community members with resources to interrupt cycles of racism so as to cultivate a more equitable, inclusive, and just environment for all of our students, staff, faculty, alumni, and friends, regardless of racial background.

## **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.

## **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**

Assignment 1: Business Press and Web Publication/Visualization	15%
Assignment 2: Employment Package (Résumé, Cover Letter, & Job Posting with Analysis)	20%
Assignment 3: Informational Interview Memo	15%
Assignment 4: Professional Training Presentation/Webinar	15%
Assignment 5: Reflection and Projection	10%
Weekly Course Activities: Readings, Discussion Boards, journals, class participation, etc.	20%
<u>Professional Engagement Activities: ProfessionalQuest and one additional career event</u>	<u>5%</u>
<b>Total</b>	<b>100%</b>

### Grading Scale

Highest	Lowest	Letter
100.00 %	93.00 %	A
92.99 %	90.00 %	A-
89.99 %	87.00 %	B+
86.99 %	83.00 %	B
82.99 %	80.00 %	B-
79.99 %	77.00 %	C+
76.99 %	73.00 %	C
72.99 %	70.00 %	C-
69.99 %	60.00 %	D
59.99 %	0.00 %	F

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.

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.

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

If these Standards of Behavior are violated, then students may be required to complete additional learning activities assigned by the instructor.

### Commitment to Inclusion and Anti-Racism

As a member of the George Mason University community, the School of Business plays an integral role in building an educational environment that is committed to anti-racism and inclusive excellence. An anti-racist approach to higher education acknowledges the ways that individual, interpersonal, institutional, and structural manifestations of racism against Black individuals and other people of color contribute to inequality and injustice in our classrooms, on our campuses, and in our communities, and it strives to provide our community members with resources to interrupt cycles of racism so as to cultivate a more equitable, inclusive, and just environment for all of our students, staff, faculty, alumni, and friends, regardless of racial background.

To be anti-racist means:

- To make constant, conscious decisions to interrupt racism and cultivate equity, inclusion, and justice for people of all racial backgrounds, and in particular those from Black communities and other communities of color, who are most likely to bear the direct and indirect costs of systems of white supremacy;
- To interrogate histories of white supremacy and white-dominant culture, and to examine the ways in which these histories have impacted our individual beliefs, our interpersonal relationships, our institutional and structural policies and processes, and our entire society;
- To make a commitment to being responsible for our own relationships to, and actions within, systems of white supremacy; and
- To cultivate a practice of self-awareness and self-reflection that allows us to critically evaluate our own role in upholding white supremacy and identify the ways we can interrupt cycles of racism at the individual, interpersonal, institutional, and structural levels.

We believe that the work of anti-racism starts with each individual, and that in cultivating an anti-racist approach to research, scholarship, and practice, our students will build a skillset rooted in principles of equity, inclusion, and justice that they will carry with them throughout their lives.\*

\*Commitment statement prepared by Dr. Charles Chavis, Assistant Professor in the Jimmy and Rosalynn Carter School of Peace and Conflict Resolution.

### **Name and Pronoun Use**

If you wish, please share your name and gender pronouns with me and how best to address you in class and via email. I use she/her for myself, and you may address me as “Professor Fair” in written and verbal communication.

### **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. You may not submit work you have also submitted in another course. 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 page of this syllabus for information about Honor Code sanctions.

### **Attendance, Participation and Make-up Work**

It is expected that you will attend class at the designated time regardless of format. You participate in class by completing the weekly activities and communicating and interacting professionally with your classmates and instructor. During synchronous online sessions, you are encouraged to use both video and audio in your communication in addition to the chat feature.

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.

If course attendance becomes impacted by prolonged illness or other circumstances, inform the instructor as soon as possible in order to assess options.

### **Technology for the Class**

As of summer 2020, School of Business Undergraduate Students must have access to a computing device that meets minimum standards, including video/audio streaming capability. Students are required to use a laptop or desktop for coursework; phones of any sort are not acceptable in place of a laptop. Students should use the word processing software available through Office ProPlus (which is for free for students at <https://its.gmu.edu/service/microsoft-365-apps-for-enterprise/>). Chrome or Firefox are the recommended browsers. Students need reliable access to the Internet to use Blackboard and be successful in 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.*

### **Course Material and Student Privacy**

All course materials posted to Blackboard or other course site are private; by federal law, any materials that identify specific students (via their name, voice, or image) must not be shared with anyone not enrolled in this class.

- Video-recordings of class meetings that include audio or visual information from other students are private and must not be shared
- Live Video Conference Meetings (e.g. Collaborate or Zoom) that include audio or visual information from other students must be viewed privately and not shared with others in your household
- Some or all of our synchronous meetings in this class will be recorded to provide necessary information for students in this class. Recordings will be stored on Blackboard and will only be accessible to students taking this course during this semester.

### **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*, 7th 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.

## **Inclement Weather and Campus Emergencies**

If the campus closes or class is canceled due to weather or other concern, students should check Blackboard for updates on how to continue learning and information about any changes to events or assignments.

Information regarding weather-related changes in the University's schedule (e.g., closing or late opening) will be provided by email announcement.

## **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>.

**Mason Korea Disability Services** website:

<https://masonkorea.gmu.edu/resources-and-services/disability-services>

### **Library Resources**

Should you need assistance with library resources, please contact Business and Economics Liaison Librarian Kayla Gourlay: [kmorrow7@gmu.edu](mailto:kmorrow7@gmu.edu). The library InfoGuide for this course can be found at <http://infoguides.gmu.edu/busfoundations>.

### **Mason Fairfax Career Services in the School of Business**

Visit the website to set up an appointment with the Fairfax Center:

<https://business.gmu.edu/current-students/career-services>

### **Mason Korea Career Development Center**

Website: <https://masonkorea.gmu.edu/career-services>, Director Sangyong Lee, [slee232@gmu.edu](mailto:slee232@gmu.edu)

### **Mason Korea Counseling and Wellness**

Mason Korea's Counseling and Wellness 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://masonkorea.gmu.edu/resources-and-services/counseling-and-wellness>

### **The Mason Fairfax 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/>. Asynchronous Online Written Feedback appointments can be scheduled here: <https://writingcenter.gmu.edu/consulting/written-feedback>

### **Mason Korea Academic Resource Center**

The Academic Resource Center provides online tutoring for Academic Writing & Communication, Mathematics & Statistics, and Accounting. Visit the website to schedule an appointment:

<https://masonkorea.gmu.edu/resources-and-services/academic-resource-center>

## **Professional Engagement**

BUS 303 students will participate in **TWO** professional events during the semester. One of these events must be participation in School of Business Career Services' ProfessionalQuest, a series of virtual employer panels throughout

the semester. The schedule can be found here: <https://business.gmu.edu/career-events/>. After attending, the student will complete a writing activity per their professor's instructions.

For the second event, students can participate in an additional career event of their choosing and complete a writing activity. These resources may help with choosing an event:

[University Career Services Virtual Workshops](#)

[School of Business Executive Development Webinars](#)



## Honor Code Sanctions

Please review the Honor Code posted on the site for [Office of Academic Integrity](#). Infractions of the honor code in BUS 303 will be referred to [Mason Korea's Office of Academic Integrity](#) for adjudication. The following recommended sanctions apply to any BUS 303 student.

<b>School of Business Recommendations for Honor Code Violations</b> <i>Approved November 2021</i>	
<b>UG-Non Freshman Students (including transfer students)</b>	
<b>Type of Violation</b>	<b>Sanction</b>
Plagiarism 1. Failure to cite/attribute sources 2. Representing someone else's work as the student's own (e.g., copying and pasting)	An F in the class; referral to Writing Center; and relevant Academic Integrity seminar/training completion
Cheating 1. On a minor assignment (e.g., homework, quizzes)  2. Cheating on a major assignment or exam, submitting course work from another course as original work	An F in the class; and relevant Academic Integrity seminar/training completion  An F in the class; and relevant Academic Integrity seminar/training completion, and at least one semester suspension
Lying (e.g., providing fraudulent excuse documents, falsifying data)	An F in the class; and relevant Academic Integrity seminar/training completion, and at least one semester suspension
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)	An F in the class, relevant Academic Integrity seminar/training completion; and at least one year suspension

### **Notes:**

**1. The School of Business reserves the right to initiate termination proceedings for any student found guilty of an Honor Code violation by the Office of Academic Integrity.**

**2. The Office of Academic Integrity may increase these sanctions (up to and including expulsion from the university) for repeated offenses.**