BUS 103: DEVELOPING YOUR PROFESSIONAL SKILLS – FOUNDATIONAL ELEMENTS

Course Title: BUS 103-K01: Developing Your Professional Skills – Foundational Elements
Class Dates/Times: Tuesday/Thursday 12:00pm – 1:15pm
Location: A403
Course Webpage: http://courses.gmu.edu

Instructor: Professor Kimberlie Fair
Office Hours: Tuesday/Thursday 11:30am – 12:00pm
Office: G554
Email: kfair2@gmu.edu

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.
Goal 6: Our students will demonstrate an understanding of how research in the business disciplines contributes to knowledge and how such research is conducted.

BUS 103: Developing Your Professional Skills – Foundational Elements
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

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<th>Highest</th>
<th>Lowest</th>
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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 or virtual class meetings. Students are expected to complete all assigned pre-work prior to attending class or virtual class meetings and are expected to attend and fully participate in all class sessions. Professional behavior is expected throughout the course as defined in course discussions.

Assignments
Assignment 1: Time Management Log and Reflection 10%
Assignment 2: Business Functions: Team paper and presentation 20%
Assignment 3: Résumé Critique and Reflection 15%
Assignment 4: Professional Development Plan 25%
Course Weekly Activities: Readings, Videos, Discussion Board, Journals 25%
Professional Development Activities: ProfessionalQuest, Community Involvement (2 required) 5%

TOTAL 100%

Note that final grades will NOT be rounded up—please don’t ask.

BUS 103: Developing Your Professional Skills – Foundational Elements
Safe Return to Campus
Students are required to follow Mason's current policy about facemask-wearing. As of August 11, 2021, all community members are required to wear a facemask in all indoor settings, including classrooms. An appropriate facemask must cover your nose and mouth at all times in our classroom. If this policy changes, you will be informed; however, students who prefer to wear masks either temporarily or consistently will always be welcome in the classroom.

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.

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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 email and verbally.

**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, 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.

**COVID-19 Protocol**
A letter from Office of Disability Services (ODS) is needed to accommodate all COVID-19 related classroom accommodations. The letter should state what accommodation is necessary. (See Additional Resources-Accessibility and Accommodations)

If you cannot attend face-to-face class due to a red COVID checker you are still required to make up the work. Be sure to communicate with a course mate and view the course material posted to Blackboard after class. (See Attendance, Participation, and Make-up Work)

**Technology for the Class**
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/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 [or other secure site] 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.

Additional Resources (Mason Korea Student Services: https://masonkorea.gmu.edu/resources-and-services)
- 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

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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, currently offers virtual appointments. 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/atp/.

Mason Korea’s Career Development Center
Website: https://masonkorea.gmu.edu/career-services, Director Sangyong Lee, slee232@gmu.edu

Mason Korea’s 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

Student Emergency Assistance Funding
Emergency funding is available to students who experience unexpected financial situations and meet certain eligibility criteria. Visit the University Life website for more details and application information: https://ulife.gmu.edu/student-emergency-assistance-funding-2/

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/ or call 703-993-1200. Schedule appointments in advance; the center gets booked up very quickly each semester.

Mason Korea’s 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 Fall 2021
School of Business Career Services will host a series of employer panels conducted in two formats. BUS 103 students must attend at least one of these events during the semester and complete a writing activity per their professor’s instructions.

- Accounting-Wednesday, Sept. 8 (3:30- 5 pm) (virtual)
- Certified Financial Planning & Wealth Management-Tuesday, Sept. 14 (10-11am) (Virtual)
- Retail-Wednesday, Sept. 29 (2-3 pm) (Virtual)
- Supply Chain & Logistics-Monday, Oct. 14 (10am-12 pm)
- Government & Government Contracting-Monday, October 25 (4pm-6pm)
- Business for a Better World-Monday, November 8 (2pm-4pm)
- Real Estate & Finance-Wednesday, November 17 (4pm-6pm)

Community Involvement Fall 2021
BUS 103 students also must participate in an additional civic/community/club/educational/business event of their
choosing during the semester and complete a writing activity. These resources may help with choosing an event:

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

**Business Buzz Blog**
http://business.gmu.edu/blog/buzz/

**Today @ Mason Calendar**
https://www2.gmu.edu/today-mason

**Mason360 Student Organizations**
https://mason360.gmu.edu/home_login

**University Career Services**
https://careers.gmu.edu/events

**Learning Services Academic Workshops**
https://learningservices.gmu.edu/academic-success-workshops/

**VolunteerMatch**
https://www.volunteermatch.org

**Office of Student Involvement's Get Connected Fair** (For students who want to connect with student organizations)
https://si.gmu.edu/get-connected-fair/
In-person Fair on 9/1 and Virtual Fair on 9/2
Honor Code Sanctions

Please review the Honor Code posted on the site for [Office of Academic Integrity](#). Infractions of the honor code in BUS 103 will be referred to the Mason Korea’s Office of Academic Integrity for adjudication. The sanctions below apply to any BUS 103 student.

<table>
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<tr>
<th>School of Business Recommendations for Honor Code Violations</th>
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<tbody>
<tr>
<td>Approved February 2020</td>
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<tr>
<td>UG-Freshman Students</td>
</tr>
<tr>
<td><strong>Type of Violation</strong></td>
</tr>
<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>Cheating</td>
</tr>
<tr>
<td>1. On a minor assignment (e.g., homework, quizzes)</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>
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<tr>
<td>Lying (e.g., providing fraudulent excuse documents, falsifying data)</td>
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<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>
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</tbody>
</table>

*Note: 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.*
<table>
<thead>
<tr>
<th>Type of Violation</th>
<th>First Offense</th>
<th>Second Offense</th>
<th>Third Offense</th>
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<tbody>
<tr>
<td>Plagiarism</td>
<td>An F in the class; referral to Writing Center; and relevant Academic Integrity seminar/training completion</td>
<td>An F in the class and at least one semester suspension, and relevant Academic Integrity seminar/training completion</td>
<td>An F in the class and expulsion</td>
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<tr>
<td>Cheating</td>
<td>An F in the class; and relevant Academic Integrity seminar/training completion</td>
<td>An F in the class, Academic Integrity Seminar completion; and at least one semester suspension or expulsion, and relevant Academic Integrity seminar/training completion</td>
<td>An F in the class and expulsion</td>
</tr>
<tr>
<td>Lying (e.g., providing fraudulent excuse documents, falsifying data)</td>
<td>An F in the class; and relevant Academic Integrity seminar/training completion, and at least one semester suspension</td>
<td>An F in the class and at least one semester suspension (and relevant Academic Integrity seminar/training completion) or expulsion</td>
<td>An F in the class and expulsion</td>
</tr>
<tr>
<td>Eggregious 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, relevant Academic Integrity seminar/training completion; and at least one year suspension</td>
<td>An F in the class and expulsion.</td>
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