Course Description and Objectives
The goal of this course is for high-intermediate and low-advanced English learners to develop their reading, listening, and speaking skills while learning about key concepts in business and economics. Instruction will be provided through lectures, discussions, role plays, group work, projects, and other methods.

Student Learning Outcomes
We will work to raise your vocabulary comprehension and your ability to comprehend main ideas in business situations.

- Can understand language and concepts of business and economics from a variety of sources along with relevant technical vocabulary
- Can follow and comprehend interviews with business people, economists, and other experts
- Can speak with confidence and fluency
- Can express business concepts while synthesizing, summarizing, analyzing, and criticizing ideas

Course Textbook and Materials
There will be no textbook for this class; instead, we will rely on a variety of resources available in books and journals, on various websites, and other sources. We may even borrow resources used in our other classes.

Course Expectations: Your active, daily participation in class is essential to your success in this course. Please note the following class policies and expectations:

Attendance:
You are expected to attend all classes.
- If more absences in Core will result in your being placed on attendance probation the following semester.
- If you arrive more than 10 minutes late, this is $.5 absence.
- If you leave early or leave class for more than 5 minutes, this is $.5 absence.

Participation: excellent participation includes:
- English used. The student always uses English appropriate to the level for the entire class period.
- Level of engagement. The student voluntarily contributes by offering ideas and asking questions and provides thoughtful responses when called upon in a whole class setting. The student is always on task and actively contributing to group activities.
- Listening skills. The student always listens when others talk, both in groups and in whole-class
• discussions and activities. The student always responds appropriately.
• Preparation. The student is completely prepared for class. The student has all appropriate materials ready, and homework is thoughtfully completed.

Technology:
• General Technology for Mason Students. An overview of the technology necessary for this class can be found here: https://masononline.gmu.edu/what-technologies-do-i-need/.
• Blackboard. You will use Blackboard frequently to access course materials, connect with peers, submit assignments, view feedback and grades, and check the calendar. To access Blackboard go to mymason.gmu.edu, enter your mason login credentials, and then click on our course title in the list of courses. To see if your browser is compatible with Blackboard, go here: https://help.blackboard.com/Learn/Instructor/Getting_Started/Browser_Support. The Chrome browser is recommended.
• Microsoft Word. Please submit all assignments in Microsoft Word, unless otherwise directed. If you do not have and English language version of Microsoft Word on your computer, you will need to download Microsoft Office, which you can do free of charge as a Mason Student.
• Software. To view the video and audio files, you must also have Quicktime, Real Player, or Windows Media Player installed on your computer. If you are in a situation that prevents you from having a high-speed Internet connection, all of the videos on our Blackboard site are accompanied by written transcripts.
• Camera Use in Online Class Meetings. You are required to have your camera on during all online class meetings. Please also ensure that you are properly centered in the camera frame (in other words, don’t show us the top of your head). When you have your camera on, you show respect to your instructor and to your classmates and you help to build a sense of community You will also learn more effectively and more efficiently. It’s okay to wear hats and hoodies. The most important thing is that we see you.
• Camera Etiquette for Online Class Meetings. Online meetings from home are and will continue to be a permanent part of our lives. I understand that you may be living in a shared space (with roommates, family, and so on). Please make sure you position your camera in a way that respects the people around you. It is often ideal to move your laptop so that there is a wall directly behind you. That way, people in your space will not have to worry about being on camera.
• Technology Failures. While technology failures do happen, they are not an excuse for late work. Excuses such as a crashed hard drive, a corrupted file, common Blackboard glitches, and others are too difficult to verify. Accommodations for technology failures can be made only if there is a verifiable campus-wide technology problem. To avoid other technology issues that affect your ability to turn in work on time, please make sure you start your work early so that potential problems can be identified and overcome before the deadline.

Assignments
• Assignments must be uploaded to Blackboard. Work emailed to me will NOT be accepted unless pre-arranged with instructor. It is your responsibility to go to IT Services if you are having problems logging in. In the event of an emergency, please contact the instructor before the due date.
• Late assignments may not be accepted. It is the student’s responsibility to submit assignments on time.
• Exams and Quizzes may not be made up.

Document Saving Policy
• When saving a document, use the following format: first name last name_Core 4_name of assignment  
Example: Taylor Swift Core 4_draft 1_process essay
• All assignments for this course must be formatted as follows:
  o 12pt Times New Roman
Contact Policy

- Students must use the GMU email system for all correspondence with the professor. It is imperative that you communicate with me by e-mail when you are experiencing illness or difficulty. If you wait until your problems are over to talk to me, I may have no recourse but to fail you based on course policies.
- When contacting me via email, use the following format on the subject line: First Name Last Name Business English Email Subject
  Example: Taylor Swift Business English Homework Question
- Email makes it easy to contact your professors, but it also requires that you think about the expectations of your audience. Here are some tips for emailing me and your other professors:
  - Treat an email to a professor as a formal correspondence. Use a respectful greeting such as "Dear Professor Zdanovich,"
  - Include your full name in the email. Professors teach many classes with lots of students; make sure your name appears in the email so that the professor knows who you are and what class you belong to.
  - Have reasonable expectations for response time. You should not expect a quick reply to emails sent late at night or over the weekend, nor should you expect an immediate response in general. Your professors are always busy.
  - However, help your professors remember. If two full business days have passed since you sent your email, send a second email and clearly state the type of response you would like. It's possible your message was overlooked, or that your professor didn't realize you expected a reply.
  - Use a respectful closing. Close the email with something respectful such as "thank you," "regards," "see you on Wednesday," etc.

Sample Email Subject: Question about first draft of the argument essay:

Hello Professor Zdanovich,

I am in your Business English class. I am emailing you because I do not understand how to properly summarize the short video we listed to in class yesterday. I have read the assignment prompt several times, but I do not understand what you mean by “discuss the relevance” of the speaker’s argument.

Thank you.

Yolee Kim

Privacy

Students must use their Mason email account to receive important University information, including communications related to this class. Your instructor will not respond to messages sent from or send messages to a non-Mason email address.
Grading Criteria
There will be regular work both in class and outside of class.

20%  In class participation (if you are absent you cannot receive points for that day)
35%  Homework exercises
35%  Group Project
10%  Quizzes

Final grades:

There will be no final exam in this class; instead, your group project will count for roughly a third of your class grade and will be due at the conclusion of the course.

In order to pass this class, you must earn at least a B- (80%). Final letter grades and percentage equivalencies are listed in the chart below.

AE Final Grade System

<table>
<thead>
<tr>
<th>Final Letter Grade</th>
<th>Final Percent Grade</th>
<th>Quality Points</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>97-100</td>
<td>4.00</td>
<td>Passing</td>
</tr>
<tr>
<td>A</td>
<td>93-96</td>
<td>4.00</td>
<td>Passing</td>
</tr>
<tr>
<td>A-</td>
<td>90-92</td>
<td>3.67</td>
<td>Passing</td>
</tr>
<tr>
<td>B+</td>
<td>87-89</td>
<td>3.33</td>
<td>Passing</td>
</tr>
<tr>
<td>B</td>
<td>83-86</td>
<td>3.00</td>
<td>Passing</td>
</tr>
<tr>
<td>B-</td>
<td>80-82</td>
<td>2.67</td>
<td>Passing</td>
</tr>
<tr>
<td>C+</td>
<td>77-79</td>
<td>2.33</td>
<td>Failing</td>
</tr>
<tr>
<td>C</td>
<td>73-76</td>
<td>2.00</td>
<td>Failing</td>
</tr>
<tr>
<td>C-</td>
<td>70-72</td>
<td>1.67</td>
<td>Failing</td>
</tr>
<tr>
<td>D</td>
<td>60-69</td>
<td>1.00</td>
<td>Failing</td>
</tr>
<tr>
<td>F</td>
<td>0-59</td>
<td>0.00</td>
<td>Failing</td>
</tr>
</tbody>
</table>

Class Calendar

Always refer to the class Blackboard (AE 056-K01) web site for the weekly schedule on both in-class work as well as homework due dates.
### Important dates:

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>First day of classes</td>
<td>Monday, February 21st</td>
</tr>
<tr>
<td>Last day to add classes</td>
<td>Monday, May 28th</td>
</tr>
<tr>
<td>Independence Movement Day (no classes)</td>
<td>Tuesday, March 1st</td>
</tr>
<tr>
<td>Last day to drop classes (with 100% refund)</td>
<td>Monday, March 7th</td>
</tr>
<tr>
<td>Presidential Election (no classes)</td>
<td>Wednesday, March 9th</td>
</tr>
<tr>
<td>Last Day to Drop Classes (with 50% tuition refund)</td>
<td>Monday, March 14th</td>
</tr>
<tr>
<td>Unrestricted Withdrawal Period</td>
<td>Tuesday, March 15th – Friday April 1st</td>
</tr>
<tr>
<td>Core/OCS Midterm Conference Period (Instructor chooses one day from window)</td>
<td>Monday, March 21st – Friday, April 1st</td>
</tr>
<tr>
<td>Selective Withdrawal Period</td>
<td>Saturday, April 2nd – Friday, April 29th</td>
</tr>
<tr>
<td>Labor Day (no classes)</td>
<td>Sunday, May 1st</td>
</tr>
<tr>
<td>Spring Recess (no classes)</td>
<td>Friday, May 6th</td>
</tr>
<tr>
<td>Children’s Day (no classes)</td>
<td>Thursday, May 5th</td>
</tr>
<tr>
<td>Buddha’s Birthday (no classes)</td>
<td>Monday, May 9th</td>
</tr>
<tr>
<td>Memorial Day (no classes)</td>
<td>Monday, June 6th</td>
</tr>
<tr>
<td>Reading Day(s)</td>
<td>Tuesday, June 8th-Wednesday, June 15th</td>
</tr>
<tr>
<td>Last Day of Classes</td>
<td>Friday, June 3rd</td>
</tr>
</tbody>
</table>
| Core/OCS Common Final Examination. Period      | Wednesday, June 8<sup>th</sup> (Core Writing Exam)  
Thursday, June 9<sup>th</sup> (OCS Speaking and Listening Exams)  
Friday, June 10<sup>th</sup> (Core Reading Exam)  
Monday, June 13<sup>th</sup> (n/a)  
Tuesday, June 14<sup>th</sup> (n/a) |

* All dates are subject to change.

### Privacy

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### Academic Integrity

It is expected that students adhere to the George Mason University Honor Code as it relates to integrity regarding coursework and grades. The Honor Code reads as follows:

To promote a stronger sense of mutual responsibility, respect, trust, and fairness among all members of the George Mason University community and with the desire for greater academic and personal achievement, we, the student members of the university community, have set forth this Honor Code:

Student members of the George Mason University community pledge not to cheat, plagiarize, steal, or lie in matters related to academic work.

More information about the Honor Code, including definitions of cheating, lying, and plagiarism, can be found on the Committee of Academic Integrity’s website at https://masonkorea.gmu.edu/resources-and-services/cai/overview.
Academic Advising
If you have questions about your academic standing, progression, study plan, or university application process, make an appointment with an Academic Advisor.

The Academic Resource Center
The Academic Resource Center (ARC) is on the sixth floor, just down the hall from my office. It is in the business of looking at your papers, projects and problems to improve your academic achievement in the area of Writing, Communication, 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 Academic Resource Center (elee45@gmu.edu, office #638).

Disability Statement
If you are a student with a disability and you need academic accommodations, please see either your professors or advisor and contact the Office of Disability Services (ODS) http://ods.gmu.edu. All academic accommodations must be arranged through the ODS. Mason’s Diversity Statement George Mason University promotes a living and learning environment for outstanding growth and productivity among its students, faculty and staff. Through its curriculum, programs, policies, procedures, services and resources, Mason strives to maintain a quality environment for work, study and personal growth.

An emphasis upon diversity and inclusion throughout the campus community is essential to achieve these goals. Diversity is broadly defined to include such characteristics as, but not limited to, race, ethnicity, gender, religion, age, disability, and sexual orientation. Diversity also entails different viewpoints, philosophies, and perspectives. Attention to these aspects of diversity will help promote a culture of inclusion and belonging, and an environment where diverse opinions, backgrounds and practices have the opportunity to be voiced, heard and respected.

The reflection of Mason’s commitment to diversity and inclusion goes beyond policies and procedures to focus on behavior at the individual, group and organizational level. The implementation of this commitment to diversity and inclusion is found in all settings, including individual work units and groups, student organizations and groups, and classroom settings; it is also found with the delivery of services and activities, including, but not limited to, curriculum, teaching, events, advising, research, service, and community outreach.

Acknowledging that the attainment of diversity and inclusion are dynamic and continuous processes, and that the larger societal setting has an evolving socio-cultural understanding of diversity and inclusion, Mason seeks to continuously improve its environment. To this end, the University promotes continuous monitoring and self-assessment regarding diversity. The aim is to incorporate diversity and inclusion within the philosophies and actions of the individual, group and organization, and to make improvements as needed. TITLE IX 9 Notice of mandatory reporting of sexual assault, interpersonal violence, and stalking:

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 Korea’s Deputy Title IX Coordinator pursuant to University Policy 1202 and 1412. If you would like to speak confidentially with the Mason Korea student counselor, please see https://masonkorea.gmu.edu/mksa/services/counseling/ for more information. For more information about what Title IX is, please see https://masonkorea.gmu.edu/mksa/services/tix/.
Counseling Services
Counseling Services provides a wide range of services to students. Services are provided by a staff member of professional counseling and clinical psychologist. You can reach Counseling and Wellness Officer Ms. Jan Lee at 032-626-6142 or jlee227@gmu.edu for appointment and see her at Multi-Complex Building 3052.

PLEASE NOTE The instructor reserves the right to make changes to this syllabus in order to achieve course synthesis. Any necessary changes will be announced in class as well as on Blackboard.