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

Instructor: Ashley Yuckenberg  
Office Hours: TF- 10-11am  
Office: Enterprise 134  
Email: amcclel2@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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<tr>
<th>Highest</th>
<th>Lowest</th>
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<tr>
<td>100.00 %</td>
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<td>92.99 %</td>
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<td>86.99 %</td>
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<td>59.99 %</td>
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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](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: 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.

BUS 103: Developing Your Professional Skills – Foundational Elements
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.

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.

BUS 103: Developing Your Professional Skills – Foundational Elements
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/atp/.

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/, 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/, 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/. 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 this semester, I will be providing videos from the Spring 2019 Ask the Professionals series for you to view and respond to. This series offers a discussion panel of professionals from various career and industry areas for you to learn from. You will be required to watch ONE of these videos and post your summary.

Career/Mason Community Events:

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/spring-2020-workshop-schedule/
## Honor Code Sanctions:

<table>
<thead>
<tr>
<th>Type of Violation</th>
<th>First Offense</th>
<th>Second Offense</th>
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<tbody>
<tr>
<td>Plagiarism</td>
<td>A 10% reduction in the final course grade; referral to the 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>
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<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>
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<td>Cheating</td>
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<td>1. On a minor assignment (e.g., homework, quizzes)</td>
<td>An F in the class; and Academic Integrity Seminar completion</td>
<td></td>
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<td>2. Cheating on a major assignment or exam, submitting course work from another course as original work</td>
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<td>Lying (e.g., providing fraudulent excuse documents, falsifying data)</td>
<td>An F in the class; and Academic Integrity Seminar completion</td>
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<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>
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Note: The Academic Integrity Seminar used by Office of Academic Integrity costs $100. George Mason University

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**BUS 103: Developing Your Professional Skills – Foundational Elements**
# School of Business Recommendations for Honor Code Violations

**Approved May 2016**

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

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<td>Cheating</td>
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<td>1. On a minor assignment (e.g., homework, quizzes)</td>
<td>An F in the class; and Academic Integrity Seminar completion</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>
<td></td>
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<td>Lying (e.g., providing fraudulent excuse documents, falsifying data)</td>
<td>An F in the class; and Academic Integrity Seminar completion</td>
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<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>
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