

GEORGE MASON UNIVERSITY
School of Recreation, Health, and Tourism
TOUR 110
Professionalism and Civility
Fall 2010

INSTRUCTOR: Leslie Morton
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DAY/TIME: Wednesday/12:00 – 1:15 PM
CLASS LOCATION: FX East Building, Room #134

OFFICE LOCATION: PW Occoquan Building, Room # 228
OFFICE HOURS: T/H PW 9-3 and Wed. FX RAC 9:30-11:30

COURSE DESCRIPTION:

Focuses on developing competencies in the areas of professionalism and civility in a variety of settings including professional image, conduct at work, telephone, written, oral, and electronic etiquette, table manners, and social networking with an emphasis on the cultural needs for honoring commitments and obligation.

COURSE OBJECTIVES:

By the completion of this course, the student will be able to:

1. Experience and practice personal and professional success through professionalism and civility.
2. Promote positive, respectful, and ethical behaviors in yourself and others.
3. Encourage respect, tolerance and sincere behavior in personal and business settings.
4. Learn peacekeeping skills vital to the enhancement of social and professional settings.

COURSE OVERVIEW:

George Mason University's strategic goals opening mission statement stresses "the institutions commitment to promoting an atmosphere of civility and respect at a very diverse university". Professionalism and Civility promotes positive respectful and sincere behaviors that encourage inclusiveness, serving as a basis for distinctive and acceptable living.

REQUIRED READINGS:

Forni, P.M. Choosing Civility: The 25 Rules of Considerate Conduct, New York, St. Martin's Press, 2002

Davis, Phyllis. E2: Using the Power of Ethics and Etiquette in American Business. Entrepreneur Press, 2003

Carter. Steven. Civility: Manners, Morals, and the Etiquette of Democracy, New York: Basic 1998

Washington, George. Rules of Civility and Decent Behavior, Applewood Books, 1988

TENTATIVE COURSE SCHEDULE:

WEEK	TOPIC	READINGS/ASSIGNMENTS
1	History of Civility	Washington
2	Decay of professionalism in Society	Research
3	Civility in Today's Society	Forni
4	Social Responsibility	Research
5	Personal Civility	Research
6	Etiquette Skills	Role Playing
7	Mid Term Exam	
8	Personal Professionalism	Forni
9	Professionalism and Civility in Business	Research
10	Professional Image	Scenarios
11	Ethical business Behavior	Davis
12	Domestic and International Protocol	Research
13	Peacekeeping	Carter
14	Tolerance	Carter
15	Final Exam	

Note: Faculty reserves the right to alter the schedule as necessary.

CLASS POLICIES:

- Attendance:** Students are to adhere to the George Mason Honor Code. Regular attendance and active participation are vital to a passing grade.
- Tests:** There is a possibility of unannounced tests throughout the semester. These tests will factor into the final grade. None of these tests will be given late.
- Weather:** Students will monitor the George Mason University website to determine if classes will be held.
- Exams:** Exams will be completed on scheduled dates, and only documented absences will be considered to reschedule.
- Technology:** No electronic devices (laptops, phones, Blackberries, PDA's, recorders, pagers, etc.) of any kind are to be used in the classroom.

EVALUATION:

Students are held to the George Mason University Honor Code.
 Students will attend class, participate in discussions, and fulfill assignments.
 Late arrival or early departure will result in a lower grade.
 Assignments, reports, research, and presentations are due on dates noted or no credit will be awarded.

This course will be graded on a point system, with a total of 100 possible points.

Requirements	Points
Exams (Mid Term and Final) 20 points each	40
Presentations and Tests	20
<i>Research</i>	20
Participation	<u>20</u>
TOTAL	100

Grading Scale:

A = 94 – 100	B+ = 88 – 89	C+ = 78 – 79	D = 60 – 69
A- = 90 – 93	B = 84 – 87	C = 74 – 77	F = 0 – 59
	B- = 80 – 83	C- = 70 – 73	

DIVERSITY STATEMENT:

This course contributes to the students' understanding of diversity in the following areas: children/ adults in sports activities from preschool to elderly are discussed; people with disabilities participating in active lifestyles are presented; socio-cultural factors effecting participation in activities such as race, gender, ethnicity, religion, and socioeconomic status are explored.



- ❖ All students are held to the standards of the George Mason University Honor Code [See <http://www.gmu.edu/catalog/apolicies/#Anchor12>]
- ❖ Counseling and Psychological Services (CAPS) provides a wide range of services to students, faculty, and staff. Services are provided by a staff of professional counseling and clinical psychologists, social workers, and counselors. The Center provides individual and group counseling, workshops and outreach programs -- experiences to enhance a student's personal experience and academic performance
- ❖ University policy states that all sound emitting devices shall be turned off during class unless otherwise authorized by the professor
- ❖ All official, course-related e-mail correspondence must be communicated through GMU e-mail accounts.
- ❖ Students with disabilities who seek accommodations in a course must be registered with the Disability Resource Center (DRC) and inform the instructor, in writing, at the beginning of the semester [See www.gmu.edu/student/drc]
- ❖ For additional School of Recreation, Health, and Tourism information, please visit the website at <http://rht.gmu.edu>