

GEORGE MASON UNIVERSITY
School of Recreation, Health, and Tourism
TOUR 110 5P2
Professionalism and Civility
Spring 2011

INSTRUCTOR: Leslie Morton
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DAY/TIME AND CLASS LOCATION: T PW Bull Run Hall #258 12:00-1:15 pm

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

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 obligations.

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 paper |
| 3 | Civility in Today's Society | Forni |
| 4 | Social Responsibility | Research |
| 5 | Personal Civility | Research paper |
| 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. (No food or drink allowed in class)

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.

| | Points |
|--|---------------|
| Requirements | |
| 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 | |

Student Expectations

- Students must adhere to the guidelines of the George Mason University Honor Code [See <http://academicintegrity.gmu.edu/honorcode/>].
- Students with disabilities who seek accommodations in a course must be registered with the George Mason University Office of Disability Services (ODS) and inform their instructor, in writing, at the beginning of the semester [See <http://ods.gmu.edu/>].
- Students must follow the university policy for Responsible Use of Computing [See <http://universitypolicy.gmu.edu/1301gen.html>].
- Students are responsible for the content of university communications sent to their George Mason University email account and are required to activate their account and check it regularly. All communication from the university, college, school, and program will be sent to students solely through their Mason email account.
- Students must follow the university policy stating that all sound emitting devices shall be turned off during class unless otherwise authorized by the instructor.
- Students are expected to exhibit professional behaviors and dispositions at all times.

Campus Resources

- The George Mason University Counseling and Psychological Services (CAPS) staff consists of professional counseling and clinical psychologists, social workers, and counselors who offer a wide range of services (e.g., individual and group counseling, workshops and outreach programs) to enhance students' personal experience and academic performance [See <http://caps.gmu.edu/>].
- The George Mason University Writing Center staff provides a variety of resources and services (e.g., tutoring, workshops, writing guides, handbooks) intended to support students as they work to construct and share knowledge through writing [See <http://writingcenter.gmu.edu/>].
- For additional information on the College of Education and Human Development, Graduate School of Education, please visit our website [See <http://gse.gmu.edu/>].

