

**GEORGE MASON UNIVERSITY**  
**School of Recreation, Health, and Tourism**  
**TOUR 110**  
**Professionalism and Civility**  
**Spring 2013**

**INSTRUCTOR:** Leslie Morton  
**ADDRESSES:** [lmorton1@gmu.edu](mailto:lmorton1@gmu.edu) [www.civilityed.com](http://www.civilityed.com)

**DAYS / TIME AND** T PW 3-4:15 Bull Run Hall #257  
**LOCATIONS:** W FX 1:30-2:45 & 3-4:15 Nguyen Engr. Bld. #1108

**OFFICE HOURS:** Before /After Class and By Appointment

**COURSE DESCRIPTION:**

Course focuses on preparing students 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, casual interaction, communication skills, and emphasis on the cultural need for honoring commitments and obligations as well as instilling the utilization of positive personal mannerisms, ethical reasoning, and peacekeeping skills including touching on social forces and addressing pertinent issues such as bullying, hate crimes, and inappropriate office and classroom mannerisms that shape uncivilized behaviors in the areas of religion, the arts, language, gender, race, and cultural norms and tastes.

**NATURE OF COURSE DELIVERY:** Face to Face

**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 TEXT:** Morton, L. and Brayley, R. - Civility and Professionalism: Principles and Practice (Forthcoming)

**SUGGESTED 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	Civility Overview	
2	History of Civility	Washington
3	Personal Civility	Forni
4	Professionalism Overview	Research
5	Personal Professionalism	Research
6	Etiquette Skills	Class Activity
7	Mid Term Project	GMU Civility Day
8	Social Responsibility	Forni
9	Professionalism and Civility in Business	Research Assignment
10	Professional Image	Scenarios
11	Ethical Business Behaviors	Davis
12	Domestic and International Protocol	Research
13	Peacekeeping	Carter
14	Tolerance and Inclusion	Carter
15	Final Projects	Presentations

*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. (Class is conversation-driven/discussion-based)
- Tests:** Possibility of unannounced assignments and tests throughout the semester will factor into the final grade. None of these tests will be given late.
- Weather:** Students will monitor the George Mason University website regarding inclement weather to determine if classes will be held.
- Projects:** Projects and presentations will be completed on scheduled dates, and only documented absences will be considered to reschedule.
- Technology:** No electronic devices of any kind are to be used in the classroom.
- Extra:** No food or drink of any kind allowed in class. Students will dress professionally. Students will actively participate in the planning and implementation of GMU Civility Days.

## EVALUATION:

Students are held to the George Mason University Honor Code.  
Students will attend class, actively participate in discussions, and fulfill assignments.  
Students are responsible for staying in contact with instructor via e mail regarding absence.  
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.

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

Requirements	Points
<b>Project &amp; Presentation (Mid Term &amp; Final) 20 points each</b>	40
<b>Individual / Group papers</b>	20
<b>Research</b>	10
<b>Attendance / Participation</b>	<u>30</u>
<b>TOTAL</b>	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/>].

**CORE VALUES COMMITMENT:** The College of Education and Human Development is committed to collaboration, ethical leadership, innovation, research-based practice, and social justice. Students are expected to adhere to these principles.

