

GEORGE MASON UNIVERSITY
School of Recreation, Health, and Tourism
TOUR 110
Professionalism and Civility
Spring 2014

INSTRUCTOR: Dedra Faine, MTA
ADDRESSES: dfaine@gmu.edu

DAYS / TIME AND	TOUR 110-001	T PW 3:00-4:15	Bull Run Hall #248
LOCATIONS:	TOUR 110-5P2	W FX 1:30-2:45	Music Theater Bldg #1007
	TOUR 110-5P1	W FX 3:00-4:15	Thompson Hall Bldg #2021

OFFICE HOURS: Before /After Class 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 obligation.

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:

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

SUGGESTED READINGS:

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
1 – 1/21 PW 1 – 1/22 FX	Civility Overview/History of Civility
2 – 1/28 PW 2 – 1/29 FX	Personal Civility – 25 Rules of Civility
3 – 2/4 PW 3 – 2/5 FX	Personal Civility – 25 Rules of Civility
4 – 2/11 PW 4 – 2/12 FX	Social Responsibility
5 – 2/18 PW 5 – 2/19 FX	Etiquette
6 – 2/25 PW 6 – 2/26 FX	Mid-Term Project Presentations
7 – 3/4 PW 7 – 3/5 FX	Mid-Term Project Presentations Personal Professionalism
8 – 3/11 PW 8 – 3/12 FX	SPRING BREAK
9 – 3/18 PW 9 – 3/19 FX	Professionalism & Preparing for the Business World (Guest Speaker)
10 – 3/25 PW 10 – 3/26 FX	Civility in the Workplace
11 – 4/1 PW 11 – 4/2 FX	Domestic and International Protocol
12 – 4/8 PW 12 – 4/9 FX	Tolerance and Inclusion
13 – 4/15 PW 13 – 4/16 FX	Final Prep Civility Day

14 – 4/22 PW 14 – 4/23 FX	CIVILITY DAY PROJECT
WEEK	TOPIC
15 – 4/29 PW 15 – 4/30 FX	FINAL EXAM PROJECT

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 exams will be completed on scheduled dates, and only documented absences will be considered to reschedule.

Instructor Arrival Policy: If your instructor is not in the classroom at the start of the class period please wait 20 minutes before leaving.

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.

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

Requirements	Points
Mid-Term Project & Final Exam 20 points each	40
Individual / Group papers / Research	30
Attendance / Participation	30
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

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- Students must adhere to the guidelines of the George Mason University Honor Code [See <http://oai.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/policies/responsible-use-of-computing/>].
- 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.

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, School of Recreation, Health, and Tourism, please visit our website [See <http://rht.gmu.edu/>].

PROFESSIONAL BEHAVIOR: Students are expected to exhibit professional behaviors and dispositions at all times.

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.

