

**George Mason University**  
**College of Education and Human Development**  
Hospitality, Tourism and Events Management

TOUR 220 DL1 – Introduction to Events Management  
3 Credits, Fall 2020  
Online

**Faculty**

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**Prerequisites/Corequisites**

None

**University Catalog Course Description**

Explores principles and practices of managing medium and large-scale events including festivals, conventions, concerts, shows, sporting events, and ceremonies. Emphasizes organization, site preparation, communications, personnel, and security as well as evaluation and innovation.

**Course Overview**

Instructional techniques include directed reading assignments, blog comments, a site visit analysis & interview, events around the world project, a midterm and a final examination.

**Course Delivery Method**

This course will be delivered online (76% or more) using an asynchronous format via the Blackboard learning management system (LMS) housed in the MyMason portal. You will log in to the Blackboard course site using your Mason email name (everything before @masonlive.gmu.edu) and email password. The course site will be available on or before Monday, August 24, 2020 at 9:00 a.m.

**Under no circumstances, may candidates/students participate in online class sessions (either by phone or Internet) while operating motor vehicles. Further, as expected in a face-to-face class meeting, such online participation requires undivided attention to course content and communication.**

*Technical Requirements*

To participate in this course, students will need to satisfy the following technical requirements:

- High-speed Internet access with a standard up-to-date browser, either Internet Explorer or Mozilla Firefox is required (note: Opera and Safari are not compatible with Blackboard).
- Students must maintain consistent and reliable access to their GMU email and Blackboard, as these are the official methods of communication for this course.
- Students may be asked to create logins and passwords on supplemental websites and/or to download trial software to their computer or tablet as part of course requirements.
- The following software plug-ins for PCs and Macs, respectively, are available for free download:
  - [Adobe Acrobat Reader: <https://get.adobe.com/reader/>]
  - [Windows Media Player: <https://windows.microsoft.com/en-us/windows/downloads/windows-media-player/>]
  - [Apple Quick Time Player: [www.apple.com/quicktime/download/](http://www.apple.com/quicktime/download/)]

### *Expectations*

- Course Week: Because asynchronous courses do not have a "fixed" meeting day, our week will start on Monday, and finish on Saturday.
- Log-in Frequency: Students must actively check the course Blackboard site and their GMU email for communications from the instructor, class discussions, and/or access to course materials at least 3 times per week.
- Participation: Students are expected to actively engage in all course activities throughout the semester, which includes viewing all course materials, completing course activities and assignments, and participating in course discussions and group interactions.
- Technical Competence: Students are expected to demonstrate competence in the use of all course technology. Students who are struggling with technical components of the course are expected to seek assistance from the instructor and/or College or University technical services.
- Technical Issues: Students should anticipate some technical difficulties during the semester and should, therefore, budget their time accordingly. Late work will not be accepted based on individual technical issues.
- Workload: Please be aware that this course is **not** self-paced. Students are expected to meet *specific deadlines* and *due dates* listed in the **Class Schedule** section of this syllabus. It is the student's responsibility to keep track of the weekly course schedule of topics, readings, activities and assignments due.
- Instructor Support: Students may schedule a one-on-one meeting to discuss course requirements, content or other course-related issues. Those unable to come to a Mason

campus can meet with the instructor via telephone or web conference. Students should email the instructor to schedule a one-on-one session, including their preferred meeting method and suggested dates/times.

- Netiquette: The course environment is a collaborative space. Experience shows that even an innocent remark typed in the online environment can be misconstrued. Students must always re-read their responses carefully before posting them, so as others do not consider them as personal offenses. *Be positive in your approach with others and diplomatic in selecting your words.* Remember that you are not competing with classmates, but sharing information and learning from others. All faculty are similarly expected to be respectful in all communications.
- Accommodations: Online learners who require effective accommodations to insure accessibility must be registered with George Mason University Disability Services.

## **Learner Outcomes**

This course is designed to enable students to do the following:

1. describe the scope and evolution of events management
2. recognize and apply relevant theories to the event management process
3. create promotional materials for events
4. understand event sponsorship
5. set up and analyze a budget and determine pricing for events
6. understand and apply appropriate qualitative and quantitative evaluation of events
7. effectively apply risk management practices
8. understand the role and management of event volunteers
9. describe and pinpoint event impacts
10. effectively work with clients in the provision of event management services

## **Required Texts**

Goldblatt, Joe and Lee, Seungwon (Shawn) (2020). *Special Events: The Brave New World for Bolder and Better Live Events*, 8<sup>th</sup> Edition. Hoboken, New Jersey: John Wiley & Sons, Inc.

## **Course Performance Evaluation**

Students are expected to submit all assignments on time in the manner outlined by the instructor.

## **Assignments and Examinations**

**Event Planning Final Project** – *Each student will design and plan an event from start to finish. Components of the event plan will include: SWOT analysis, theme, venue selection, construction of a timeline & production schedule, staffing & volunteers, marketing, budget, site layout and risk management.*

**Blogs** – *Students will participate in weekly blogs. Students are required to answer the blog*

questions and then comment on at least 2 of their classmates' posts. Blog assignments must be turned in on time in order to receive credit. Late blog responses and comments will not receive any credit.

**Bi-Weekly Quizzes** – Quizzes will be given every other week throughout the semester to measure student's understanding of the material.

**Short Assignments** - Students will be required to submit short assignments which will cover material introduced in the course materials and the textbook. Short assignments must be turned in on time in order to receive credit. Late submissions will not receive any credit.

**Final Exam** – covers all course work and chapters from the entire semester

### Other Requirements

**Blog Assignments and Short Assignments** – Throughout the semester, you will regularly have directed reading assignments and weekly blog assignments. Additional short assignments may be assigned as well. None of these assignments will be accepted late, nor can they be made up.

**Event Planning Final Project**– This assignment will receive up to a 15-point deduction for each day the assignments are late. After one week past the due date, this assignment will not be accepted and you will receive no credit.

**Final Exam** – The final exam must be completed on the scheduled dates. Only documented absences will be considered for make-up exams.

### Course Performance Evaluation Weighting

Assignment	Weight
Quizzes	20% (.20)
Event Planning Final Project	25% (.25)
Blogs	15% (.15)
Short Assignments	15% (.15)
Final Exam	25% (.25)
<b>Total</b>	100%

### Grading Scale

A+ = 97-100	B+ = 87 – 89	C+ = 77 – 79	D = 60 – 69
A = 94 – 96	B = 84 – 86	C = 74 – 76	F = 0 – 59
A- = 90 – 93	B- = 80 – 83	C- = 70 – 73	

### Professional Dispositions

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

### Class Schedule

Week	Topics / Activities	Readings
Week 1 8/24 – 8/30	Introduction/Welcome to Special Events <ul style="list-style-type: none"> <li>• Introduction to Special Events assignment due Sunday 8/30</li> <li>• Blog comments due Sunday 8/30</li> <li>• Watch the Welcome Video</li> <li>• Review the Chapter 1 Slides</li> </ul>	Chapter 1
Week 2 8/31 – 9/6	Phases of Event Planning <ul style="list-style-type: none"> <li>• Quiz (chapters 1 &amp; 2) due Sunday 9/6</li> <li>• Blog comments due Sunday 9/6</li> <li>• Review the Chapter 2 Slides</li> </ul>	Chapter 2
Week 3 9/8 – 9/13	Creating an Event Plan <ul style="list-style-type: none"> <li>• Short Assignment (chapters 2 &amp; 3) due Sunday 9/13</li> <li>• Blog comments due Sunday 9/13</li> <li>• Review the Chapter 3 Slides</li> </ul>	Chapter 3
Week 4 9/14 – 9/20	Human Resource Management <ul style="list-style-type: none"> <li>• Quiz (chapters 3 &amp; 4) due Sunday 9/20</li> <li>• Blog comments due Sunday 9/20</li> <li>• Review the Chapter 4 Slides</li> </ul>	Chapter 4
Week 5 9/21 – 9/27	Budget/Financial Sustainability <ul style="list-style-type: none"> <li>• Short Assignment (chapters 4 &amp; 5) due Sunday 9/27</li> <li>• Blog comments due Sunday 9/27</li> <li>• Review the Chapter 5 slides</li> </ul>	Chapter 5
Week 6 9/28 – 10/4	Vendor Partners/Contracts/Site Inspections <ul style="list-style-type: none"> <li>• Quiz (Chapter 5) due Sunday 10/4</li> <li>• Blog comments due Sunday 10/4</li> <li>• Review the chapter 6 slides</li> </ul>	Chapter 6
Week 7 10/5 – 10/11	Catering/Technical Production <ul style="list-style-type: none"> <li>• Short Assignment (chapter 6) due Sunday 10/11</li> <li>• Blog comments due Sunday 10/11</li> <li>• Review the chapter 6 slides</li> </ul>	Chapter 6
Week 8	Marketing	Chapter 7

10/13 – 10/18	<ul style="list-style-type: none"> <li>• Quiz (Chapter 6) due Sunday 10/18</li> <li>• Blog comments due Sunday 10/18</li> <li>• Review the chapter 7 slides</li> </ul>	
Week 9 10/19 – 10/25	<p>Sponsorship</p> <ul style="list-style-type: none"> <li>• Short Assignment (Chapter 7) due Sunday 10/25</li> <li>• Blog comments due Sunday 10/25</li> <li>• Review sponsorship slides</li> </ul>	Chapter 7
Week 10 10/26 – 11/1	<p>Risk Management</p> <ul style="list-style-type: none"> <li>• Quiz (Chapter 7) due Sunday 11/1</li> <li>• Blog comments due Sunday 11/1</li> <li>• Review the Chapter 8 Slides</li> </ul>	Chapter 8
Week 11 11/2 – 11/8	<p>Event Impacts</p> <ul style="list-style-type: none"> <li>• Short Assignment (Chapter 8) due Sunday 11/8</li> <li>• Blog comments due Sunday 11/8</li> <li>• Review the Event Impact Slides</li> </ul>	
Week 12 11/9 – 11/15	<p>Virtual Events</p> <ul style="list-style-type: none"> <li>• Quiz (Chapter 8 &amp; Event Impacts) due Sunday 11/15</li> <li>• Blog comments due Sunday 11/15</li> <li>• Review the Chapter 9 Slides</li> </ul>	Chapter 9
Week 13 11/16 – 11/22	<p>Greener Events/Career Sustainability</p> <ul style="list-style-type: none"> <li>• Short Assignment (Chapters 9 &amp; 10) due Sunday 11/22</li> <li>• Blog comments due Sunday 11/22</li> <li>• Review the Chapter 10 Slides</li> </ul>	Chapter 10
Week 14 11/23 – 11/24	<p>Event Management Experiences &amp; Mini Case Studies</p> <ul style="list-style-type: none"> <li>• Short Assignment (chapters 11 &amp; 12) due <b>Tuesday 11/24</b></li> <li>• Blog comments due <b>Tuesday 11/24</b></li> <li>• <b>Final Project due Monday 11/23</b></li> </ul>	Chapter 11 Chapter 12
Week 15 11/30 – 12/6	<p>Final Project Presentations</p> <ul style="list-style-type: none"> <li>• Review Final Projects</li> <li>• Submit Final Project Feedback and Voting sheet due Sunday 12/6</li> <li>• Blog comments due Sunday 12/6</li> </ul>	
Final Exam Week 12/7 – 12/12	<ul style="list-style-type: none"> <li>• <b>Final exam (covering all chapters and all course materials) available Wednesday 12/9 to Saturday 12/12</b></li> </ul>	

Note: Faculty reserves the right to alter the schedule as necessary, with notification to students.

## **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: <http://cehd.gmu.edu/values/>.

## **GMU Policies and Resources for Students**

### *Policies*

- Students must adhere to the guidelines of the Mason Honor Code (see <http://oai.gmu.edu/the-mason-honor-code/>).
- Students must follow the university policy for Responsible Use of Computing (see <https://universitypolicy.gmu.edu/policies/responsible-use-of-computing/>).
- Students are responsible for the content of university communications sent to their Mason 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 with disabilities who seek accommodations in a course must be registered with George Mason University Disability Services. Approved accommodations will begin at the time the written letter from Disability Services is received by the instructor (see <https://ds.gmu.edu> ).
- Students must follow the university policy stating that all sound emitting devices shall be silenced during class unless otherwise authorized by the instructor.

### *Campus Resources*

- Support for submission of assignments to Tk20 should be directed to [tk20help@gmu.edu](mailto:tk20help@gmu.edu) or <https://cehd.gmu.edu/aero/tk20>. Questions or concerns regarding use of Blackboard should be directed to <https://its.gmu.edu/knowledge-base/blackboard-instructional-technology-support-for-students/>.
- For information on student support resources on campus, see <https://ctfe.gmu.edu/teaching/student-support-resources-on-campus>

**Notice of mandatory reporting of sexual assault, interpersonal violence, and stalking:** As a faculty member, I am designated as a “Responsible Employee,” and must report all disclosures of sexual assault, interpersonal violence, and stalking to Mason’s Title IX Coordinator per University Policy 1202. If you wish to speak with someone confidentially, please contact one of

Mason's confidential resources, such as Student Support and Advocacy Center (SSAC) at 703-380-1434 or Counseling and Psychological Services (CAPS) at 703-993-2380. You may also seek assistance from Mason's Title IX Coordinator by calling 703-993-8730, or emailing [titleix@gmu.edu](mailto:titleix@gmu.edu).

For additional information on the College of Education and Human Development, please visit our website <https://cehd.gmu.edu/students/>.



