

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

TOUR 420 (DL1) – Tourism Planning and Policy  
3 Credits  
SPRING 2021  
Monday: 1:30 p.m. – 4:10 p.m. (**Blackboard**)

**Faculty**

Name: Dr. Abena A. Aidoo  
Office hours: By Appointment  
Office location: **Fairfax:** Krug Hall, Room 211C  
Office phone: 703-993-9047  
Email address: [aaidoo@gmu.edu](mailto:aaidoo@gmu.edu)

**Prerequisites/Corequisites**

PRLS 310 and TOUR 340

**University Catalog Course Description**

This course examines the principles of planning and policy that apply to integrated and sustainable tourism development at the international, national, state, regional, local and site scale. Government, industry, and community perspectives are taken into consideration.

**Course Overview**

The content of this course will be presented through lectures and class discussions. PowerPoint slides will be used to provide a visual guide for the lectures and discussions, **and may be made available to students when, and as deemed necessary by the Professor.**

Students will demonstrate their comprehension of the course material through i) directed readings, ii) essay assignments, iii) discussion board forums, iv) blog entries, v) an analysis paper and presentation, vi) quizzes, and vii) two examinations.

There will be opportunities for students to work in groups to provide avenues for growth in the areas of leadership, communication, teamwork, and accountability. Students will be expected to adhere to the guidelines listed in the syllabus, as well as all additional course policies provided during the semester. **Detailed instructions for assignments will be posted on Blackboard.**

All weekly assignments will be posted on Blackboard **by 6 p.m. on Mondays**, and will be **due by the date and time stated on the *Tentative Course Schedule* for each assignment.**

## Course Delivery Method

This course will be offered online through Blackboard in a **synchronous (live)** format. Please note, however, that under certain circumstances particular sessions may be offered **asynchronously**, and in that case, students will be expected to follow the additional directions provided.

***Under no circumstances may students participate in online class sessions (either by phone, or computer, or any other electronic), 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 standard up-to-date browsers. To get a list of Blackboard's supported browsers see:  
[https://help.blackboard.com/Learn/Student/Getting\\_Started/Browser\\_Support#supported-browsers](https://help.blackboard.com/Learn/Student/Getting_Started/Browser_Support#supported-browsers)

To get a list of supported operation systems on different devices see:  
[https://help.blackboard.com/Learn/Student/Getting\\_Started/Browser\\_Support#tested-devices-and-operating-systems](https://help.blackboard.com/Learn/Student/Getting_Started/Browser_Support#tested-devices-and-operating-systems)

- 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 will need a headset microphone for use with the Blackboard Collaborate web conferencing tool.
- 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://support.microsoft.com/en-us/help/14209/get-windows-media-player>
  - Apple Quick Time Player: [www.apple.com/quicktime/download/](http://www.apple.com/quicktime/download/)

## Expectations

- **Course Week:** Because this a **synchronous** class, **the live class sessions will be on Mondays from 1:30 p.m. – 4:10 p.m., on Blackboard, unless otherwise indicated.**
  - The weekly assignments will be posted on Blackboard **at 6 p.m. on Mondays**, and

will end on the *Dates and Times indicated on the Tentative Course Schedule*.

- **Please note that all stated times are based on the current time zone in the Commonwealth of Virginia.**
  
- 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 module 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 the *specific deadlines* and *due dates* listed in the **Tentative Course 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 ensure accessibility must be registered with George Mason University Disability Services.

### **Learner Outcomes or Objectives**

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

1. Understand the concepts of tourism planning and tourism policy;

2. Explain the relationship between policy for, and planning of, tourism;
3. Develop their power of analysis in relation to tourism development planning; and
4. Appreciate tourism policy and planning implementation guidelines and associated challenges within a variety of local, regional, national, and international settings.

**Required Texts**

Edgell, Sr., D. L., & Swanson, J. R. (2018). *Tourism policy and planning: yesterday, today and tomorrow*. (3<sup>rd</sup> ed.). New York, NY: Routledge.

**\*\*\*Additional Readings\*\*\***

- ✓ Additional readings will be made available **as needed** through the Reserve (or E-Reserve) at the Fenwick (Fairfax campus) and/or Mercer (Prince William campus) Libraries; or posted on Blackboard.
- ✓ Students may be required to find additional readings from sources provided.
- ❖ Full citations in format required for all assignments in course (for this course the **APA Style Format** must be used for all applicable assignments).

**Course Performance Evaluation**

Students are expected to submit all assignments on time in the manner outlined by the instructor (e.g., Blackboard, Tk20, hard copy). This course will be graded on a point system, with a total of **100 possible percentage points**.

Assignments	% Points
<p><b>Midterm Examination</b>            --The midterm examination will include information from the textbook, course slides, class notes, and any other source(s) indicated by the Professor, covered from the beginning of the semester to the date of the review for the midterm examination. Questions will be in the form of Multiple-Choice questions, OR True-or-False statements, OR Short Essay questions, OR a <b>combination of two or more of the different formats</b>. The time allotted will depend on the type(s) and/or number of questions.</p>	<b>20%</b>
<p><b>Final Examination</b>            --The final examination will include information from the textbook, course slides, class notes, and any other source(s) indicated by the Professor, covered from the Midterm Examination to the date of the review for the final exam. <b><u>However, information from before the Midterm Examination may be included.</u></b> Questions will be in the form of Multiple-Choice questions, OR True-or-False statements, OR Short Essay questions, OR a <b>combination of two or more of the different formats</b>. The time allotted will depend on the type(s) and/or number of questions.</p>	<b>20%</b>

<p><b>Policy Analysis Paper and Presentation</b>  -- Students, working in groups or as individuals, <b>as applicable</b>, will conduct an analysis of the field-related policy, in a written paper, in the manner described in the instructions to be provided. Each group will then present their paper (using PowerPoint slides <b>ONLY</b>) to the rest of the class on <b>Blackboard</b>. <b>Detailed instructions for the paper and presentation will be provided at a later date, via Blackboard</b>. Both the paper and presentation will be due on the applicable date stated on the Tentative Course Schedule. Students will be expected to present wearing a <b>Business Suit</b> (business <b>professional</b> attire, <b>ONLY</b>).</p>	<b>25%</b>
<p><b>Quizzes</b>  -- Students will be expected to complete <b>five (5) unscheduled</b> quizzes based on the textbook, course slides, class notes, and any other source(s) indicated by the Professor. Quizzes will be taken on Blackboard and will be timed. Quiz questions will be in the form of Multiple-Choice questions, OR True-or-False statements, OR Short Essay questions, OR <b>a combination two or more of the different formats</b>. The time allotted will depend on the type(s) and/or number of questions. <b>The quiz with the lowest score will be dropped – the zero scores for all uncompleted/missed quizzes will be included.</b></p>	<b>20%</b>
<p><b>Participation</b>  -- Participation points will be scored based on students' active participation in assignments reflected through written responses on Discussion Board forums, Blog entries, as well as all other assigned weekly assignments. Students will be informed of how many participation points each activity/assignment is worth. <b>ONLY</b> responses that are submitted, when they are due, will receive the points. Participation points will also be received from the average of their group members' evaluation of their performance in the group, where applicable.</p>	<b>15%</b>
<b>TOTAL</b>	<b>100%</b>

## Grading

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

## Other Requirements

\*Additional Course Policies and Requirements are provided at the end of the Syllabus.

**\*\*\*\*Assignment Percentage Score Calculation:**

<i>Category</i>	<i>Symbol</i>
<b>Your Percentage Score for a Particular Assignment</b>	<b>X</b>
<b>Highest Possible Percentage Score for the Particular Assignment (e.g., 20% for Quizzes)</b>	<b>A</b>
<b>Your Raw Score for the Particular Assignment (e.g., 8/10 points for Quiz 1)</b>	<b>B</b>
<b>Total Highest Possible Raw Score for the Particular Assignment (e.g., 10 points for Quiz 1)</b>	<b>C</b>

To calculate Your Percentage for a Particular Assignment, plug the corresponding numbers into the following formula:

$$X = (A * B) / C$$

For example, for all Quizzes, for the semester, if your total score is 48 (B) out of a possible 50 (C), given that the Highest Possible Percentage Score for Quizzes is 20% (A),

Your Percentage Score for Quizzes, for the semester, (X) can be calculated as follows,

$$X = (20 * 48) / 50 \rightarrow 19.20 \text{ (percentage points for Quizzes)}$$

*\*\*\*Please Note: Each student's Overall Total Percentage Score for the semester (i.e., the sum of the calculated percentage scores for all assignments) will be **rounded up** (for .5 or greater) or **rounded down** (for less than .5), to the nearest whole number, after which the equivalent letter grade will be assigned. \*\*\**

### **Professional Dispositions**

Students are expected to exhibit professional behaviors and dispositions at all times, as well adhering to all Course/Classes Policies provided.

**TENTATIVE COURSE SCHEDULE is as follows:**

DATES	TOPICS/ACTIVITIES/ASSIGNMENTS	READINGS/POSTINGS
Week 1 <b>1/25/21</b>	Introduction; Class Overview; Class Discussion <b>Chapters 1 &amp; 4</b> – Introduction to Tourism and Tourism Policy <ul style="list-style-type: none"> <li>• Reading(s) and Lecture</li> <li>• Class Discussion</li> </ul> <p><b>Assignments Due</b></p> <ul style="list-style-type: none"> <li>• Assignment:               <ul style="list-style-type: none"> <li>○ Introductions Blog, <b>due 2/1/2021, at 11:59 p.m.</b></li> </ul> </li> </ul>	Chapters 1 and 4 Additional Readings: TBA
Week 2 <b>2/1/21</b>	<b>Chapters 1 &amp; 4</b> – Introduction to Tourism and Tourism Policy <ul style="list-style-type: none"> <li>• Reading(s) and Lecture</li> <li>• Class Discussion</li> </ul> <p><b>Assignments Due</b></p> <ul style="list-style-type: none"> <li>• Assignment:               <ul style="list-style-type: none"> <li>○ Initial response post, <b>due 2/4/2021, at 11:59 p.m.</b></li> <li>○ Comments on classmates' posts, <b>due 2/5/2021, at 11:59 p.m.</b></li> </ul> </li> </ul>	Chapters 1 and 4 Additional Readings: TBA
Week 3 <b>2/8/21</b>	<b>Chapters 1 &amp; 4</b> – Introduction to Tourism and Tourism Policy <ul style="list-style-type: none"> <li>• Reading(s) and Lecture</li> <li>• Class Discussion</li> </ul> <p><b>Assignments Due</b></p> <ul style="list-style-type: none"> <li>• <b>Quiz # 1, due 2/12/2021, at 11:59 p.m.</b></li> </ul>	Chapters 1 and 4 Additional Readings: TBA  <i>Instructions for Policy Analysis Paper and Presentation posted</i>
Week 4 <b>2/15/21</b>	<b>Chapter 2</b> – Tourism Policy Issues of Yesterday <ul style="list-style-type: none"> <li>• Reading(s) and Lecture</li> <li>• Class Discussion</li> </ul> <p><b>Assignments Due</b></p> <ul style="list-style-type: none"> <li>• Assignment:               <ul style="list-style-type: none"> <li>○ Initial response post, <b>due 2/18/2021, at 11:59 p.m.</b></li> <li>○ Comments on classmates' posts, <b>due 2/19/2021, at 11:59 p.m.</b></li> </ul> </li> </ul>	Chapter 2 Additional Readings: TBA

<p>Week 5 2/22</p>	<p><b>Chapter 2 – Tourism Policy Issues of Yesterday</b></p> <ul style="list-style-type: none"> <li>• Reading(s) and Lecture</li> <li>• Class Discussion</li> </ul> <p><b>Assignments Due</b></p> <ul style="list-style-type: none"> <li>• Assignment: <ul style="list-style-type: none"> <li>○ Initial response post, <b>due 2/18/2021, at 11:59 p.m.</b></li> <li>○ Comments on classmates' posts, <b>due 2/19/2021, at 11:59 p.m.</b></li> </ul> </li> </ul>	<p>Chapter 2 Additional Readings: TBA</p>
<p>Week 6 3/1</p>	<p><b>Chapter 3 – Tourism Policy Issues for Today</b></p> <ul style="list-style-type: none"> <li>• Reading(s) and Lecture</li> <li>• Class Discussion</li> </ul> <p><b>Assignments Due</b></p> <ul style="list-style-type: none"> <li>• Quiz # 2, <b>due 3/5/2021, at 11:59 p.m.</b></li> </ul>	<p>Chapter 3 Additional Readings: TBA</p>
<p>Week 7 3/8/21</p>	<p><b>MIDTERM EXAMINATION</b></p> <p><i>Based on Chapters 1, 2, 3, and 4 (and includes all information in applicable readings, and lecture notes).</i></p> <p><i>Examination ends on <b>Friday, March 12, 2021, at 11:59 p.m.</b></i></p>	
<p>Week 8 3/15/21</p>	<p><b>Chapter 9 – The International Tourism Policy Process</b></p> <ul style="list-style-type: none"> <li>• Reading(s) and Lecture</li> <li>• Class Discussion</li> </ul> <p><b>Assignments Due</b></p> <ul style="list-style-type: none"> <li>• Assignment: <ul style="list-style-type: none"> <li>○ Initial response post, <b>due 3/18/2021, at 11:59 p.m.</b></li> <li>○ Comments on classmates' posts, <b>due 3/19/2021, at 11:59 p.m.</b></li> </ul> </li> </ul>	<p>Chapter 9 Additional Readings: TBA</p>



<p>Week 9 3/22/21</p>	<p><b>Chapter 7 – Barriers to International Travel</b> <b>Chapter 12 – Anti-Terrorism Policies and Tourism</b></p> <ul style="list-style-type: none"> <li>• Reading(s) and Lecture</li> <li>• Class Discussion</li> </ul> <p><b>Assignments Due</b></p> <ul style="list-style-type: none"> <li>• <b>Quiz # 3, due 3/26/2021, at 11:59 p.m.</b></li> </ul>	<p>Chapters 7 and 12 Additional Readings: TBA</p>
<p>Week 10 3/29/21</p>	<p><b>Chapter 5 – Policy and Foreign Policy Implications</b></p> <ul style="list-style-type: none"> <li>• Reading(s) and Lecture</li> <li>• Class Discussion</li> </ul> <p><b>Assignments Due</b></p> <ul style="list-style-type: none"> <li>• Assignment: <ul style="list-style-type: none"> <li>○ Initial response post, <b>due 4/1/2021, at 11:59 p.m.</b></li> <li>○ Comments on classmates’ posts, <b>due 4/2/2021, at 11:59 p.m.</b></li> </ul> </li> </ul>	<p>Chapter 5 Additional Readings: TBA</p>
<p>Week 11 4/5/21</p>	<p><b>Chapter 8 – Affecting and Influencing Tourism Policy</b></p> <ul style="list-style-type: none"> <li>• Reading(s) and Lecture</li> <li>• Class Discussion</li> </ul> <p><b>Assignments Due</b></p> <ul style="list-style-type: none"> <li>• <b>Quiz # 4, due 4/9/2021, at 11:59 p.m.</b></li> </ul>	<p>Chapter 8 Additional Readings: TBA</p>
<p>Week 12 4/12/21</p>	<p><b>Chapter 10 – Strategic Tourism Planning</b></p> <ul style="list-style-type: none"> <li>• Reading(s) and Lecture</li> <li>• Class Discussion</li> </ul> <p><b>Assignments Due</b></p> <ul style="list-style-type: none"> <li>• Assignment: <ul style="list-style-type: none"> <li>○ Initial response post, <b>due 4/15/2021, at 11:59 p.m.</b></li> <li>○ Comments on classmates’ posts, <b>due 4/16/2021, at 11:59 p.m.</b></li> </ul> </li> </ul>	<p>Chapter 10 Additional Readings: TBA</p>
<p>Week 13 4/19/21</p>	<p><b>Community Awareness and Participation</b> <b>Chapter 11 – Transformative Leadership</b></p> <ul style="list-style-type: none"> <li>• Reading(s) and Lecture</li> <li>• Class Discussion</li> </ul> <p><b>Assignments Due</b></p> <ul style="list-style-type: none"> <li>• <b>Quiz # 5, due 5/2/2020, at 11:59 p.m.</b></li> </ul>	<p>Chapter 11 Additional Readings: TBA</p>

Week 14 4/26/21	i. Policy Analysis <i>Presentation</i> , due <u>4/26/2021</u> , from 1:30 p.m. – 4:10 p.m. ii. Policy Analysis <i>Paper</i> , due <u>4/26/2021</u> , at 11:59 p.m.	
Week 15 5/3/21	<b>FINAL EXAM</b> <i>Examination ends on Friday, May 7, 2021, at 11:59 p.m.</i>	

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

**\*\*\*\*Detailed instructions will be provided for the Tourism Policy Analysis Assignment on Blackboard.**

**\*\*\*\*\*Group sizes dependent on number of students after Last Add/Drop date.**

### 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 silence all sound emitting devices 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/> .**

## **COURSE REQUIREMENTS AND POLICIES**

### **ASSIGNMENT DESCRIPTIONS**

-- Each week students will be required to complete one or more assignments that fall in the following categories:

- Discussion Board posts (including comments on fellow students’ posts, where applicable)
- Blog Entries (including comments on fellow students’ entries, where applicable)
- Directed Readings
- Quizzes
- Other Assignments

- **Policy Analysis Paper and Presentation**

- Students, working in groups or individually, as applicable, will conduct an analysis of the field-related policy, in a written paper, in the manner described in the instructions provided.
- Each group or individual will then create a presentation based on the report (using PowerPoint slides only), to be presented to the rest of the class.
- Students will be required to present wearing a **Business Suit (business professional attire)**.
- **Detailed instructions for the paper will be provided at a later date, via Blackboard.**
- Both the report and presentation will be due on the applicable date stated on the Tentative Course Schedule.

### **QUIZZES**

- It is important for students to keep abreast with the assigned readings, as well as the notes provided through lectures. As a way to encourage students' reading of the textbook and other course materials, they will be given five (5) timed quizzes.
  - The quiz with the lowest score will be dropped (**this includes the zero scores for all uncompleted/missed quizzes**).
- **There will be NO MAKE-UP QUIZZES, once the deadline has passed.**
- Quiz questions will be in the form of Multiple-Choice questions, OR True-or-False statements, OR Short Essay questions, OR a **combination** of the different formats. The time allotted will depend on the type(s) and/or number of questions.
  - Some of the questions from the quizzes may be included in the Midterm Examination and the Final Examination. **Students must note, however, that they will have access to only the quizzes they attempt.**
  - The Professor **will not** be able make the questions and answers from a quiz available to students if they do not attempt the particular quiz. **It will be in students' best interests to attempt all quizzes.**

### **EXAMINATIONS**

- The **Midterm Examination** will be completed on the date indicated on the *Tentative Course Schedule* section of the syllabus, unless otherwise indicated by the Professor. The Exam will include information from the textbook, course slides, class notes, and any other source(s) indicated by the Professor, covered from the beginning of the semester to the date of the **review for the Midterm Exam**.
- The **Final Examination** will be completed during the period indicated on the *Tentative Course Schedule* section of the syllabus, as indicated by the Professor or the Registrar's office, **through Blackboard**. The Exam will include information from the textbook,

course slides, class notes, and any other source(s) indicated by the Professor, covered from the Midterm Examination to the date of the **review for the Final Exam**. **However, information from before the Midterm Examination may be included.**

- The questions for both examinations will be in the form of *Multiple-Choice* questions, OR *True-or-False* statements, OR *Short Essay* questions, **OR a combination of two or more of the different formats**. The time allotted will depend on the type(s) and/or number of questions.
- Students will be required to download the Respondus Lockdown Browser and Monitor software, **as applicable**, when completing the exams. **In that case a Webcam will be required.**
  - Only absences resulting from documented emergency situations will be **considered** for make-up opportunities for either the Midterm or Final Examinations, and will be handled on a case-by-case basis, **if the Professor is notified before the deadlines.**

## ***PARTICIPATION***

- Participation points will be scored based on students' **active** participation in weekly assignments reflected through written responses on Discussion Board forums, Blog entries, and all other Assignments.
- Students will be informed of the maximum participation points each assignment is worth.
- **ONLY activities/assignments that are submitted, by their deadline, will receive the points.**
- ***Bonus Participation points* may be offered for particular assignments. In that case the bonus points will be added to the total Participation Raw points for the semester, but will not be included in the denominator for calculating the overall percentage score for Participation.**
- Students will also receive participation points from the ***average of their group members' evaluation of their performance in the group*** on a scale of 0 (lowest) to 4 (highest), **where applicable.**

## **APA Style Format**

- a. Students must use the APA Style format, only, for all applicable assignments. Students may refer to: <https://owl.english.purdue.edu/owl/resource/560/01/>, for APA resources.
- b. Proper ***in-text*** citation (i.e., in the body of any written statements), as well as, a **Reference List** must be provided for all assignments.
- c. Students must cite the sources for **all** information or materials not original to them used individually or as a group, **using the APA style format** (<https://owl.english.purdue.edu/owl/resource/560/01/>). **Failure to properly cite any non-original source is considered plagiarism.** Any student deemed to have plagiarized any

material, will be in breach of the GMU Honor Code, and will be subject to disciplinary actions as deemed appropriate, according to the University's policies.

## HONOR CODE

*"...Student members of the George Mason University community pledge not to cheat, plagiarize, steal, or lie in matters related to academic work,"* (<http://oai.gmu.edu/the-mason-honor-code-2/>).

- **Plagiarize: "to steal and pass off (the ideas or words of another) as one's own: use (another's production) without crediting the source,"** (<http://www.merriam-webster.com/dictionary/plagiarize>).
- Please note that in the case of group assignments, **all members** of the group will be held responsible for any plagiarized sections, as well as, any other breach of the GMU Honor code.

## OTHER COURSE REQUIREMENTS

### DATES AND DEADLINES

In order to be successful in this class, students will have to complete all assignments.

- **ALL** assignments are due **on the date, and at the time, indicated on the Tentative Course Schedule and/or in the instructions for each assignment.**
  - It is vitally important that you take note of ALL deadlines listed on the Schedule above.
- **Late Submission Implications:**
  - Assignments turned in after the set time, on the due date will be considered late.
  - **Students will receive a score of zero (0) for all late submissions.**
  - The only exception will be for a **documented medical emergency**. Documentation will need to be sent to the Professor, as soon as possible, in order for the assignment to be considered.
  - **E-mail submissions, unless specifically requested by the Professor, will not be accepted.**

## GRADING

Every attempt will be made to grade assignments in a timely manner, in order to provide students with the necessary feedback. However, adequate time (about a week from deadline) must be allowed for assignments to be graded.

- **Each student's Overall Total Percentage Score (the sum of the calculated percentage scores for all assignments) will be rounded up (for .5 or greater) or rounded down (for less than .5) to the nearest whole number, after which the equivalent letter grade will be assigned. \*\*\***

- Students must note that even though the passion with regards to grades is acknowledged, unprofessional and uncivil behavior, either in person or through any other mode of communication, will not be tolerated.

## COMMUNICATION

- Emails must be sent through Blackboard.
- As a way to ensure **proper and professional e-mail etiquette**, all student emails must include:
  1. **A Proper Salutation** - Dear Dr. Aidoo OR Dr. Aidoo OR Dear Professor Aidoo OR Professor Aidoo.
  2. **A Subject Line** - *describing the content of your e-mail.*
  3. **The Sender's Name and the Course Number** - *to help the Professor identify the sender.*

**\*\*\*Please take note that e-mails that do not include the three elements above will not receive a response.**

- Adequate time must be allowed for a response when communicating via e-mail or phone.
  - An attempt will be made to respond to students' emails no later than 2 business days after receipt of the e-mail.
    - You must resend your email if you have not received a response after the second day, if you are sure your previous email included the three elements listed above.
  - E-mails sent/received **after 5 p.m.** or **during the weekend** will be reviewed and addressed during the next business day.
- **Remember that waiting for the last minute, when assignments are due, to send emails, may result in the issue not being resolved before the deadline. In that case, the assignment will be late, and will not be accepted.**
- **Please note, it is important and professional to send an e-mail to acknowledge receipt of a response from the Professor, to a question/issue/concern sent by the student to the Professor.**
- **Remember, students are expected to communicate with the Professor in a civil and professional manner at all times.**
- Before sending an email, please check the following (available on your Blackboard course menu) for answers, unless the email is of a personal nature:
  - 1) Syllabus; 2) Blackboard videos on how to use Blackboard features;
  - 3) Blackboard Q&A; and 4) Technology Requirements.
- **All class-related communication, as well as all other official e-mail, will be sent to**

**students' Mason e-mail addresses ONLY.**

- Students **must check their emails regularly**, and must ensure that they have enough space in their inbox to receive incoming mail (including attachments).
- Students must send e-mails to the Professor **using their Mason e-mail addresses ONLY.**
- **Students must check the Blackboard Course page frequently (at least 3 times per module week) to ensure that they do not miss any important announcements and deadlines.**

## **OFFICE HOURS**

- There are no set office hours. However, students are **strongly encouraged** to e-mail the Professor to schedule a time to meet (**virtually**), at least one time during the semester, particularly to discuss any concerns or clarifications or questions (outside of those addressed in the Syllabus or in communication from the Professor), that may arise.

## **SEEKING TECHNICAL ASSISTANCE**

- **Please note that with many classes online, the demands on ITS are exponentially higher, and you may need to wait a little longer for assistance.**
  - It is in your very best interest to begin your assigned work for the Module week as soon as possible, just in case you will need technical assistance.

## **CONDUCT**

- **This space must be safe and conducive for the learning and interaction for ALL students.** Students will be expected to conduct themselves in a **professional** and **civil** manner towards each other and the Professor, **at all times**.

## **SCHEDULE CHANGE**

As noted on the syllabus, the Professor may alter the schedule as deemed necessary to enhance students' learning in the class. Care will be taken, however, to minimize, **as much as possible**, changes in due dates to accommodate students' planning.



# SAFE RETURN TO CAMPUS AND REMOTE LEARNING GUIDANCE FOR STUDENTS ENROLLED IN CEHD COURSES

## Both a Safe Return to Campus and Successful Remote Learning Depend on YOU.

All students are required to take **Safe Return to Campus Training** prior to visiting campus: it is, however, recommended for all Mason students. Training is available in [Blackboard](#).

---

Students are required to follow the university's public health and safety precautions and procedures outlined on the university [Safe Return to Campus webpage](#).

---

All students in face to face and hybrid courses must also complete the **Mason COVID Health Check daily**, seven days a week.

- You may not come to class if you receive a Yellow or Red email response to the Mason COVID Health Check.
  - You may only come to class if you receive a Green email response to the Mason COVID Health Check.
  - If you suspect that you are sick or have been directed to self-isolate, quarantine, or get testing do not go to class.
  - Faculty are allowed to ask you to show them that you have received a Green email and are thereby permitted to be in class.
- 

**Disability Services:** Students unable to participate in a course in the manner presented, either due to existing disability or COVID comorbidity risk, should seek accommodations through the [Office of Disability Services](#).

---

**Campus Closure:** If the campus closes or class is canceled due to weather or other concerns, students should check [Blackboard](#), Mason email, or the [Mason website](#) for updates on how to continue learning and information about any changes to events or assignments.

---

**Participation and Make-up Work:** CEHD instructors will work with students to find reasonable opportunities to make up class work or assignments missed due to documented illness. Begin by contacting your instructor for guidance. For further assistance, students may contact their program and the CEHD Office of Student and Academic Affairs ([cehdsaa@gmu.edu](mailto:cehdsaa@gmu.edu)).

---

### Technology Requirements:

- Activities and assignments in CEHD courses regularly use the [Blackboard](#) learning system. Students are required to have regular, reliable access to a computer with an updated operating system (recommended: Windows 10 or Mac OSX 10.13 or higher) and a stable broadband Internet connection (cable modem, DSL, satellite broadband, etc., with a consistent 1.5 Mbps [megabits per second] download speed or higher).
  - Additionally, CEHD course activities and assignments may regularly use web-conferencing software (Blackboard Collaborate / Zoom). In addition to the requirements above, students are required to have a device with a functional webcam and microphone. In an emergency, students can connect through a telephone call, but video connection is the expected norm.
- 

### Course Materials and Student Privacy:

- All course materials posted to Blackboard or other course site are private; by federal law, any materials that identify specific students (via their name, voice, or image) must not be shared with anyone not enrolled in this class.
  - Video recordings of class meetings that include audio or visual information from other students are private and must not be shared.
  - Live Video Conference Meetings (e.g. Collaborate or Zoom) that include audio or visual information from other students must be viewed privately and not shared with others in your household.
  - Some/All of your CEHD synchronous class meetings may be recorded by your instructor to provide necessary information for students in this class. Recordings will be stored on Blackboard [or another secure site] and will only be accessible to students taking this course during this semester.
-

**Testing with LockDown Browser:**

CEHD courses may require the use of LockDown Browser and a webcam for online exams. The webcam can be built into your computer (internal webcam) or can be the type of webcam that plugs in with a USB cable (external webcam). [Information on installing and using LockDown Browser may be found here.](#)

**You will need the following system requirements for online exams:**

- Windows: 10, 8, 7
- Mac: OS X 10.10 or higher
- iOS: 10.0+ (iPad only)
- Must have a compatible LMS integration
- Web camera (internal or external) & microphone
- A reliable internet connection
- Prior to your first exam, you must install LockDown Browser following the step-by-step instructions linked above.

**To ensure LockDown Browser and the webcam are set up properly, do the following:**

- Start LockDown Browser, log into Blackboard and select your course.
- Locate and select the Help Center button on the LockDown Browser toolbar.
- Run the Webcam Check and, if necessary, resolve any issues or permissions your computer prompts.
- Run the System & Network Check. If a problem is indicated, see if a solution is provided in the [Knowledge Base](#). Further troubleshooting is available through the [ITS Support Center](#).
- Exit the Help Center and locate the practice quiz.
- Upon completing and submitting the practice quiz, exit LockDown Browser.

**When taking an online exam that requires LockDown Browser and a webcam, remember the following guidelines:**

- Ensure you're in a location where you won't be interrupted.
- Turn off all other devices (e.g. tablets, phones, second computers) and place them outside of your reach.
- Clear your desk of all external materials not permitted — books, papers, phones, other devices.
- Before starting the test, know how much time is available for it, and that you've allotted sufficient time to complete it.
- Remain at your computer for the duration of the test. Make sure that your computer is plugged into a power source, or that battery is fully-charged.
- If the computer or networking environment is different than what was used previously with the Webcam Check and System & Network Check in LockDown Browser, run the checks again prior to starting the test.

**To produce a good webcam video, do the following:**

- Do not wear a baseball cap or hat with a brim that obscures your face.
- Ensure your computer or tablet is on a firm surface (a desk or table). Do NOT have the computer on your lap, a bed, or any other surface where the device (or you) are likely to move.
- If using a built-in (internal) webcam, avoid tilting the screen after the webcam setup is complete.
- Take the exam in a well-lit room and avoid backlighting, such as sitting with your back to a window.
- Remember that LockDown Browser will prevent you from accessing other websites or applications; you will be unable to exit the test until all questions are completed and submitted.