

**GEORGE MASON UNIVERSITY**  
**School of Recreation, Health, and Tourism**  
**TOUR 110**  
**Professionalism and Civility**  
**Fall 2015**

**INSTRUCTOR:** Dedra Faine, MTA  
**EMAIL:** dfaine@gmu.edu

**DAYS / TIME AND TOUR 110-001** F 10:30 am – 1:10 pm, Robinson Hall B203

**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

APP: *GracingUP* (Download information will be provided in class)

**TENTATIVE COURSE SCHEDULE:**

<b>WEEK</b>	<b>TOPIC</b>
1 – 10/23	Civility Overview / History of Civility / 25 Rules of Civility / Civility Discussions
2 – 10/30	Social Responsibility / Civility Discussions / <i>Guest Speaker</i> from Touching Hearts
3 – 11/6	Civility in the Workplace / Tolerance and Inclusion / Work with Groups to Plan Civility Day
4 – 11/13	Etiquette / Civility Discussions / Plan Civility Day
5 – 11/20	International Protocol Presentations / Civility Discussions / Plan Civility Day
6 – 11/27	Thanksgiving Holiday
7 – 12/4	Professionalism and Preparing for the Business World & Community Service ( <i>Guest Speaker</i> )
8 – 12/11	Campus Wide Civility Day
9 – 12/18	Final Papers Submitted via Blackboard (Assignments details will be provided by Instructor)

## 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.

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

	<b>Points</b>
<b>Requirements</b>	
<b>Individual Homework / Research</b>	20
<b>Attendance / Participation</b>	20
<b>Group Project – Civility Day &amp; Final Paper (30 Pts each)</b>	60
<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***

### *Student Expectations*

- 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.

