

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

TOUR 311 (DL1) – Women and Tourism
3 Credits, spring 2019

Faculty

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Prerequisites/Corequisites

NONE

University Catalog Course Description

Focuses on women as hosts and guests. Using social theory, explores issues regarding the history and evolution of tourism as a gendered system. Addresses family, solo and business travel, and employment, taking into consideration issues related to more and lesser developed countries as they relate to the roles of women in international tourism.

Course Overview

Instructional techniques will include i) lectures, ii) directed readings, iii) essay assignments, iv) discussion board forums, v) blog entries, and vi) three examinations.

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 **Tuesday, January 22, 2019, at 10 p.m.** ******Please take note of the extended end dates for Week 1 and Week 16.***

****All materials for each Module/Exam/Section/Period will be available at 6 p.m., on the start date of the Module/Exam/Section/Period, as stated on the Tentative Schedule. ***Please note that all stated time is based on the current time zone in the Commonwealth of Virginia.*

Under no circumstances, may 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: (<http://get.adobe.com/reader/>)
 - Windows Media Player: (<http://windows.microsoft.com/en-US/windows/downloads/windows-media-player>)
 - Apple QuickTime Player: (www.apple.com/quicktime/download/)

Expectations

- **Course Week:** Because asynchronous courses do not have a "fixed" meeting day, our week, **starting with Week 2** will start on **Mondays at 6 p.m., unless otherwise stated on Tentative Course Schedule**, and will end on the **Dates and Times indicated on the Tentative Course Schedule.**
 - ***All materials for each Module/Exam/Section/Period will be available at 6 p.m., on the stated start date of the Module/Exam/Section/Period.**
 - ****Please note that all stated time is based on the current time zone in the Commonwealth of Virginia.**
 - *****Please take note of the extended end dates for Week 1 and Week 16.**

- 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 insure 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. Describe the history and evolution of international tourism from a gender perspective;
2. Articulate the social theory through which the gendered nature of tourism can be examined;
3. Discuss the manner in which travel and travel advertising contributes to the gendered nature of tourism;
4. Describes what motivates women to travel and how this is influenced by culturally specific expectations associated with personal, family and employment roles;

5. Articulate multiple perspectives in the on-going discussions about the impacts of tourism employment on women's lives, including differences between opportunities in more or lesser industrialized nations;
6. Discuss the controversies surrounding sex tourism and prostitutions as it impacts hosts and guests; and
7. Defend the importance of healthy and intelligent interaction between hosts and guests to the future of international tourism.

Learning Outcomes for Mason Core Social and Behavioral Sciences

The following three learning outcomes are required of disciplinary or interdisciplinary courses:

- i. Explain how individuals, groups or institutions are influenced by contextual factors;
- ii. Demonstrate awareness of changes in social and cultural constructs;
- iii. Use appropriate methods and resources to apply social and behavioral science concepts, terminology, principles and theories in the analysis of significant human issues, past or present.

Required Texts

Swain, M. B. & Momsen, J. H. (Eds.). (2002). *Gender/Tourism/Fun(?)*. New York: Cognizant Communication Corporation.

- 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 (9.1); or distributed in class.
 - Students will also be asked to do searches for journal articles, as well as internet articles, for discussions and assignments.
- ❖ 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
Examination 1 <i>--Examination 1 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 examination. Questions will be in the form of</i>	20%

<i>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.</i>	
Examination 2 <i>--Examination 2 will include information from the textbook, course slides, class notes, and any other source(s) indicated by the Professor, covered from Examination 1 to the date of the review for the Examination 2. However, information covered before Examination 1 may be included. Questions 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.</i>	20%
Examination 3 <i>--Examination 3 will include information from the textbook, course slides, class notes, and any other source(s) indicated by the Professor, covered from Examination 1 to the date of the review for the Examination 3. However, information covered before Examinations 1 and 2 may be included. Questions 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.</i>	20%
Quizzes <i>--Students will be expected to take five (5) quizzes based on the textbook, other material covered in class and through assignments. 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 a combination of the different formats. The time allotted will depend on the type(s) and/or number of questions. The quiz with the lowest score will be dropped - all uncompleted/missed quizzes are included.</i>	20%
Participation <i>--Participation points will be scored based on students' active participation in weekly assignments reflected through written responses on Discussion Board forums, and also Blog entries, as well as other assigned weekly assignments. Students will be informed of how many participation points each activity/assignment is worth. ONLY 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.</i>	20%
TOTAL	100%

Grading

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

****Assignment Percentage Score Calculation:

<i>Category</i>	<i>Symbol</i>
Your Percentage Score for an Assignment	X
Highest Possible Percentage Score for Each Assignment (e.g., 20% for Quizzes)	A
Your Raw Score for an Assignment (e.g., Quizzes)	B
Total Possible Raw Score for Assignment	C

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

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

For example, for Site Analysis, if you score 109 (B) out of a possible 120 (C), given that the Highest Possible Percentage Score for this assignment is 20% (A), Your Percentage Score for This Assignment (X) can be calculated as follows,

$$X = (25 * 109) / 120 \rightarrow 22.71 \text{ (percentage points for the Site Analysis)}$$

***Please Note: Each student's Overall Total Percentage Score for the semester (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 as adhering to all Course Policies provided.

TENTATIVE COURSE SCHEDULE

DATES	TOPICS/ACTIVITIES/ASSIGNMENTS	READINGS
Week 1 1/22 – 2/1 <i>*Note extended end date</i>	‘Meet and Greet’ <ul style="list-style-type: none"> Instructor Introduction Course and Blackboard overview Assignments Due <ul style="list-style-type: none"> Introductions Blog, due 2/1/19, at 11:59 p.m. 	Course Overview

<p>Week 2 1/28 – 2/1</p> <p><i>*Note: This end date overlaps with Week 1's end date</i></p>	<p>Chapter 1 - Introduction to Women</p> <ul style="list-style-type: none"> • Reading(s) and Lecture Assignments Due • Discussion Board/Blog/Assignment <ul style="list-style-type: none"> ○ Initial post, due 1/31/19, at 11:59 p.m. ○ Comments on two (2) classmates' posts, due 2/1/19, at 11:59 p.m. 	<p>Chapter 1</p> <p>Additional Readings: TBA</p>
<p>Week 3 2/4 – 2/8</p>	<p>Introduction to Social Theory</p> <ul style="list-style-type: none"> • Reading(s) and Lecture Assignments Due • Discussion Board/Blog/Assignment: <ul style="list-style-type: none"> ○ Initial post, due 2/7/19, at 11:59 p.m. ○ Comments on two (2) classmates' posts, due 2/8/19 at 11:59 p.m. • Quiz # 1, due 2/8/19, at 11:59 p.m. 	<p>TBA</p>
<p>Week 4 2/11 – 2/15</p>	<p>Chapter 2 - Women as Tourists Traveling as Couples, with Family, with Friends</p> <ul style="list-style-type: none"> • Reading(s) and Lecture Assignments Due • Discussion Board/Blog/Assignment: <ul style="list-style-type: none"> ○ Initial post, due 2/14/19, at 11:59 p.m. ○ Comments on two (2) classmates' posts, due 2/15/19 at 11:59 p.m. 	<p>Chapter 2</p> <p>Additional Readings: TBA</p>
<p>Week 5 2/18 – 2/22</p>	<p>Women Tourists Traveling Solo</p> <ul style="list-style-type: none"> • Reading(s) and Lecture Assignments Due • Discussion Board/Blog/Assignment: <ul style="list-style-type: none"> ○ Initial post, due 2/21/19, at 11:59 p.m. ○ Comments on two (2) classmates' posts, due 2/22/19 at 11:59 p.m. • Quiz # 2, due 2/22/19, at 11:59 p.m. 	<p>TBA</p>

<p>Week 6 2/25 – 3/1</p>	<h2 style="color: red;">EXAMINATION 1</h2> <p>Based on i) <i>Introduction to Women and Tourism</i>, ii) <i>Introduction to Social Theory</i>, iii) <i>Women Traveling as a Couple or Family</i>, and iv) <i>Women Traveling Solo</i> (and includes all information in applicable readings, and lecture notes).</p>	
<p>Week 7 3/4 – 3/8</p>	<p>Chapter 3 – Does Age Really Matter</p> <ul style="list-style-type: none"> • Reading(s) and Lecture Assignments Due • Discussion Board/Blog/Assignment: <ul style="list-style-type: none"> ○ Post, due 3/8/19, at 11:59 p.m. 	<p>Chapter 3 Additional Readings: TBA</p>
<h2 style="color: blue;">SPRING BREAK</h2>		
<p>Week 8 3/18 – 3/22</p>	<p>Chapter 5 – Women Tourists and Magazines</p> <ul style="list-style-type: none"> • Reading(s) and Lecture Assignments Due • Discussion Board/Blog/Assignment: <ul style="list-style-type: none"> ○ Initial post, due 3/21/19, at 11:59 p.m. ○ Comments on classmates' posts, due 3/22/19 at 11:59 p.m. 	<p>Chapter 5 Additional Readings: TBA</p>
<p>Week 9 3/25 – 3/29</p>	<p>Chapter 6 – Motivations for Women Tourists</p> <ul style="list-style-type: none"> • Reading(s) and Lecture Assignments Due • Quiz # 3, due 3/29/19, at 11:59 p.m. 	<p>Chapter 6 Additional Readings: TBA</p>
<p>Week 10 4/1 – 4/5</p>	<h2 style="color: red;">EXAMINATION 2</h2> <p>Based on i) <i>Does Age Matter?</i>, ii) <i>Women Tourists and Travel Magazines</i>, and iii) <i>Motivations for Women Tourists</i> (and includes all information in applicable readings, and lecture notes).</p>	

<p>Week 11 4/8 – 4/12</p>	<p>Chapter 7 – Women and the Tourism Industry</p> <ul style="list-style-type: none"> • Reading(s) and Lecture <p>Assignments Due</p> <ul style="list-style-type: none"> • Discussion Board/Blog/Assignment: <ul style="list-style-type: none"> ○ Initial post, due 4/11/19, at 11:59 p.m. ○ Comments on classmates’ posts, due 4/12/19 at 11:59 p.m. 	<p>Chapter 7</p> <p>Additional Readings: TBA</p>
<p>Week 12 4/15 – 4/19</p>	<p>Impacts of Tourism on Women</p> <p>Chapter 13 – Gender Differences in Perceptions of Impacts</p> <ul style="list-style-type: none"> • Reading(s) and Lecture <p>Assignments Due</p> <ul style="list-style-type: none"> • Discussion Board/Blog/Assignment: <ul style="list-style-type: none"> ○ Initial post, due 4/18/19, at 11:59 p.m. ○ Comments on classmates’ posts, due 4/19/19 at 11:59 p.m. • Quiz # 4, due 4/19/19, at 11:59 p.m. 	<p>Chapter 13</p> <p>Additional Readings: TBA</p>
<p>Week 13 4/22 – 4/26</p>	<p>Chapters 15 & 16 – Women and Sex Tourism</p> <ul style="list-style-type: none"> • Reading(s) and Lecture <p>Assignments Due</p> <ul style="list-style-type: none"> • Discussion Board/Blog/Assignment: <ul style="list-style-type: none"> ○ Initial post, due 4/25/19, at 11:59 p.m. ○ Comments on classmates’ posts, due 4/26/19 at 11:59 p.m. • Quiz # 5, due 4/26/19, at 11:59 p.m. 	<p>Chapter 15</p> <p>Chapter 16</p> <p>Additional Readings: TBA</p>
<p>Week 15 4/29 – 5/3</p>	<p>Review for Examination 3</p> <p>Assignments Due</p> <ul style="list-style-type: none"> • Optional Feedback Assignment: <ul style="list-style-type: none"> ○ Response post, due 5/3/19, at 11:59 p.m. 	
<p>Week 16 5/6 – 5/12</p> <p><i>*Note Extended end date</i></p>	<p style="text-align: center;">EXAMINATION 3</p> <p style="text-align: center;">Based on i) <i>Women and the Tourism Industry</i>, ii) <i>Impacts and Gender Perspectives</i>, and iii) <i>Women and Sex Tourism</i> (and includes all information in applicable readings, and lecture notes).</p>	

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

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 <http://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 <http://ods.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 or <https://cehd.gmu.edu/aero/tk20>. Questions or concerns regarding use of Blackboard should be directed to <http://coursesupport.gmu.edu/>.
- For information on student support resources on campus, see <https://ctfe.gmu.edu/teaching/student-support-resources-on-campus>

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

ASSIGNMENT DESCRIPTIONS

Weekly Assignments

-- 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

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.

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.
 - **Note:** Some of the questions from the quizzes may be included in Exam 1, 2, or 3. **Students must note, however, that they will only have access to 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

- **Examination 1** will be completed on the date indicated on the Tentative Course Schedule section of the syllabus. The exam will include information from the text, 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 exam.
 - Examination 1 is based on i) *Introduction to Women and Tourism*, ii) *Introduction to Social Theory*, iii) *Women Traveling as a Couple or Family*, and iv) *Women Traveling Solo* (and includes all information in applicable chapters in the textbook, and lecture notes).
- **Examination 2** will be completed on the date indicated on the Tentative Course Schedule section of the syllabus. The exam will include information from the text, course slides, class notes, and any other source(s) indicated by the Professor, covered from Examination 1 to the date of Examination 2. **However, information covered before Examination 1 may be included, if deemed necessary.**
 - Examination 2 is based on i) *Does Age Matter?*, ii) *Women Tourists and Travel Magazines*, and iii) *Motivations for Women Tourists* (and includes information from all required readings and lecture notes).
- **Examination 3** will be completed on the date indicated on the Tentative Course Schedule section of the syllabus. The exam will include information from the text, course slides, class notes, and any other source(s) indicated by the Professor, covered from Examination 2 to the date of Examination 3. **However, information covered before Examinations 1 and 2 may be included, if deemed necessary.**
 - Examination 3 is based on i) *Women and the Tourism Industry*, ii) *Impacts and Gender Perspectives*, and iii) *Women and Sex Tourism* (and includes information from all required readings and lecture notes).

- The questions for all 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 Examination, and will be handled on a case-by-case basis, **if the Professor is notified before the deadlines.**

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.**

Participation

- Participation points will be scored based on students' **active** participation in weekly assignments reflected through written responses on Discussion Board forums, Blog entries, Quizzes, and all other Weekly Assignments.
- Students will be informed of the maximum participation points each activity/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.**

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.
- Students are expected to observe **proper and professional e-mail etiquette**, at all times, which includes (but is not limited to):
 - **Using a Proper Salutation - Dear Dr. Aidoo OR Dr. Aidoo OR Dear Professor Aidoo OR Professor Aidoo.**
 - **Including a Subject Line - describing the content of your e-mail.**
 - **Including the Sender's Name - to help the Professor identify the sender.**

*****Please take note that e-mails that do not include the three components above will not be reviewed, and 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.
 - Please resend your email if you have not received a response after the second day, if you are sure your previous email included the three components 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 may be late, and will not be accepted.**

- Please note, it is important and professional to send an e-mail to acknowledge receipt, when you receive an answer to a question posed in a previous e-mail.
- **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 also make sure to 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 period) to ensure that they do not miss any important announcements and deadlines.**

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.