**Overview: Costello College of Business Syllabus Guidelines**

**Fall 2024 – Updated 8/15/24**

*The syllabus for each course should provide an appropriate version of the following information. The specifics here are based on the undergraduate program syllabi standards. Please ask your Area Chair for a master syllabus for your course. Past syllabi are located here: Undergraduate Courses* <https://business.gmu.edu/current-students/undergraduate-resources/undergraduate-course-syllabi>*, Graduate Courses:* <https://business.gmu.edu/current-students/graduate-resources/graduate-course-syllabi>. *Syllabi should be available at least one week before the first class.*

*Please note that a long syllabus document on our learning management systems is not best practice and that this information should be on Blackboard/Canvas in a more user friendly, easily accessible way. (Please reach out to the CCB instructional designers for assistance.) However, for archival and future use (e.g., students request them for various reasons), we need a comprehensive document outlining this information to easily share with those not taking the course.*

*Resources:*

* *University Syllabus Requirements:* [*https://stearnscenter.gmu.edu/knowledge-center/current-syllabus-guidance/*](https://stearnscenter.gmu.edu/knowledge-center/current-syllabus-guidance/)
* [*Costello College of Business Document Library:*](https://ccbit.business.gmu.edu/doclib/) *Contains this document, honor code sanctions, exam proctoring policy, program and concentration learning goals, and more.*
* *Costello College of Business Teaching Resources:* [*https://gmuedu.sharepoint.com/sites/Teaching\_Resources-GRP/SitePages/What-can-we-do-for-you.aspx*](https://gmuedu.sharepoint.com/sites/Teaching_Resources-GRP/SitePages/What-can-we-do-for-you.aspx)
* *Stearns Center Syllabus Guidelines:* [*https://stearnscenter.gmu.edu/knowledge-center/designing-your-syllabus/*](https://stearnscenter.gmu.edu/knowledge-center/designing-your-syllabus/)
* *Costello College of Business* [*Marketing and Communication*](https://gmuedu.sharepoint.com/sites/ccbresources?xsdata=MDV8MDJ8Y2RydWVobEBnbXUuZWR1fDIxYWM4N2RkODU2MDRkNjcwOGFiMDhkY2IwZTAwOTQ0fDllODU3MjU1ZGY1NzRjNDdhMGMwMDU0NjQ2MDM4MGNifDB8MHw2Mzg1Nzk3MjQyNTMwMjAxMzF8VW5rbm93bnxUV0ZwYkdac2IzZDhleUpXSWpvaU1DNHdMakF3TURBaUxDSlFJam9pVjJsdU16SWlMQ0pCVGlJNklrMWhhV3dpTENKWFZDSTZNbjA9fDB8fHw%3d&sdata=RHozdlpWTTdIanhZa2p5T1RRVXB0enhjUDJEYkhzWktiN0trYzhsdit3ST0%3d&CT=1723213056098&OR=OWA-NT-Mail&CID=bf05e53c-9b86-7361-054f-c4e2f8362844&clickParams=eyJYLUFwcE5hbWUiOiJNaWNyb3NvZnQgT3V0bG9vayBXZWIgQXBwIiwiWC1BcHBWZXJzaW9uIjoiMjAyNDA3MTkwMDIuMTUiLCJPUyI6IldpbmRvd3MgMTEifQ%3d%3d&SafelinksUrl=https%3a%2f%2fgmuedu.sharepoint.com%2fsites%2fccbresources)*: PowerPoint templates*

***Syllabus Elements:***

* The Costello College of Business Logo



* Specific Course Information
  + Course Title
  + Course Number and Section Number
  + Semester/Module and Year
  + Class Location
  + Class Meeting Time/Day and Modalities
  + Identify if the course meets Mason Core, Writing Intensive, OSCAR, RS, or other University designated course
* Professor’s Contact Information:
  + Name
  + Office location
  + Telephone number
  + E-mail address
  + Office hours
* Blackboard (or Canvas) Course Website Address: (https://mymasonportal.gmu.edu)
* Course Prerequisites, if any (please refer to the catalog for course prerequisites: [Business, BS < George Mason University (gmu.edu)](https://catalog.gmu.edu/colleges-schools/business/business-bs/#requirementstext) or for [graduate courses](https://catalog.gmu.edu/colleges-schools/business/#programstext))
* Course Description
* *For approved Writing Intensive (WI) courses, please include WI syllabus statement:* [*WI Syllabus Statement – Writing Across the Curriculum (gmu.edu)*](https://wac.gmu.edu/writing-intensive-courses/wi-course-approval-review/wi-syllabus-statement/)
* *For approved Mason Core courses please make sure your syllabus explicitly states which Mason Core category is met and includes the category’s learning outcomes. Mason Core learning outcomes may be found here by clicking on the appropriate category:* [*Mason Core Categories*](https://masoncore.gmu.edu/mason-core-course-categories/)
* Course Materials, required and optional specified as appropriate
  + Textbook(s)
  + Readings
  + Online materials – If you add more during the semester, add a statement like: Other readings may be assigned throughout the semester and posted on Blackboard/Canvas.
  + Reference materials
* Course Objectives/Learning Goals:
* *Course objectives should coincide with those stated on the Master Syllabus for the course (area chairs/course coordinators can provide Master Syllabi).*

**For undergraduate syllabi** *(Learning goals for all concentrations can be found* [*here*](https://sbusit.business.gmu.edu/wp-content/uploads/2023/08/SBUS-Program-Learning-Goals-23-24.pdf)*):*

|  |  |
| --- | --- |
| **Course Objectives** | **Concentration Learning Goals** |
| By the end of the semester, you will be able to:   1. Course objective 1 here 2. Course objective 2 here 3. Course objective 3 here 4. Course objective 4 here | Students majoring in the **Accounting concentration** will master the following by graduation:   1. A working knowledge of accounting theories, concepts, and practices and will be able to interpret and communicate financial information for users of such information. 2. Problem-solving and analytical capability for accounting decision-making.\* 3. The ability to research issues and use technology and data analysis techniques to manage financial information for decision-making purposes.\* 4. The oral and written communication skills needed by successful accounting professionals. 5. The ethical and regulatory responsibilities in accounting practice and understand the role of accounting in the proper functioning of commerce. |
| **BS Business Learning Goals** | |
| By the end of the BS Business program, students will master:   1. The social, global, ethical, and legal contexts of business and will be able to reflect on the role of the individual in business. \* 2. The ability to apply knowledge of professional skills necessary for success in business including effective business writing. \* 3. Technical and analytic skills appropriate for success in business. 4. The ability to apply knowledge of core business disciplines including accounting, finance, information systems, management, marketing, and operations management. 5. How research in the business disciplines contributes to knowledge and how such research is conducted. | |
| \*Program and concentration learning goals that are addressed in this course | |

**For graduate program syllabi** (*Learning goals for all graduate programs can be found* [*here*](https://sbusit.business.gmu.edu/wp-content/uploads/2023/08/SBUS-Program-Learning-Goals-23-24.pdf)*):*

|  |  |
| --- | --- |
| **Course Objectives** | **MBA Learning Goals** |
| By the end of the semester, you will be able to:   1. Course objective 1 here 2. Course objective 2 here 3. Course objective 3 here 4. Course objective 4 here | By the end of the program, students will master:   1. Collaborative communication and leadership (written communication) \* 2. Knowledge of functional discipline (functional knowledge) 3. Analytical decision-making (critical thinking) \* 4. Knowledge of contemporary issues in business (global awareness) |
| \*MBA learning goals that are addressed in this course | |

* Grading Standards
  + Weights of deliverables
  + Use of + and – grades, rounding
  + For example, for an undergraduate course:

Grades will be assigned as follows

|  |  |
| --- | --- |
| A+ | 98.00 - 100% |
| A | 93.00 – 97.99% |
| A- | 90.00 – 92.99% |
| B+ | 87.00 – 89.99% |
| B | 83.00 – 86.99% |
| B- | 80.00 – 82.99% |
| C+ | 77.00 – 79.99% |
| C | 70.00 – 76.99% |
| D | 60.00 – 69.99% |
| F | 0 – 59.99% |

There is no rounding up.

* + For example, for a graduate course:

Grades will be assigned as follows

|  |  |
| --- | --- |
| A+ | 98.00 - 100% |
| A | 93.00 – 97.99% |
| A- | 90.00 – 92.99% |
| B+ | 87.00 – 89.99% |
| B | 83.00 – 86.99% |
| B- | 78.00 – 82.99% |
| C | 65.00 – 77.99% |
| F | 0 – 64.99% |

There is no rounding up.

* Grading Related Policies and Student Responsibilities – *Policies should be clearly stated on syllabus*
  + Teamwork, projects, tests, class participation, extra credit (if any) etc.
  + Number and formats of exams/assignments
  + Missed exam, late assignment policies and penalties
  + Course absences and penalties and class engagement expectations
  + Use of Respondus Lockdown Browser or Honorlock
  + Use of electronic devices policies and information and penalties if appropriate
  + Make-up policy: Faculty should ensure that their make-up policy is clearly stated on their syllabus
* Course Schedule – *Dates should be on schedule and fixed for students’ planning*
  + Planned dates of topic coverage
  + Dates of exams – please refer to the University [calendar for final exams](https://registrar.gmu.edu/calendars/)
  + Dates assignments are due
* Costello College of Business Standards of Behavior:

The mission of the Costello College of Business at George Mason University is to create and deliver high-quality educational programs and research. Students, faculty, staff, and alumni who participate in these educational programs contribute to the well-being of society. High-quality educational programs require an environment of trust and mutual respect, free expression and inquiry, and a commitment to truth, excellence, and lifelong learning. Students, program participants, faculty, staff, and alumni accept these principles when they join the Costello College of Business community. In doing so, they agree to abide by the following standards of behavior:

* + Respectfor the rights, differences, and dignity of others
  + Honesty and integrityin dealing with all members of the community
  + Accountabilityfor personal behavior

Integrity is an essential ingredient of a successful learning community. Ethical standards of behavior help promote a safe and productive community environment, and ensure every member the opportunity to pursue excellence. The Costello College of Business can and should be a living model of these behavioral standards. To this end, community members have a personal responsibility to integrate these standards into every aspect of their experience at the Costello College of Business. Through our personal commitment to these Community Standards of Behavior, we can create an environment in which all can achieve their full potential.

*REQUIRED COMMON POLICY ADDENDUM: These four policies need to be presented to students using the language provided by the university. You may*

* + *Provide a notation with a link to* [*this online page*](https://stearnscenter.gmu.edu/home/gmu-common-course-policies/)*, or*
  + [*Download this PDF*](https://stearnscenter.gmu.edu/wp-content/uploads/24-Common-GMU-Syllabus-Policies.pdf) *to include in your course materials, or*
  + *Include the following in your syllabus*

**REQUIRED COMMON POLICY ADDENDUM**: These four policies affect students in all courses at George Mason University. This Course Policy Addendum must be made available to students in all courses (see [Catalog Policy AP.2.5](https://catalog.gmu.edu/policies/academic/course-information/#AP-2-5)).

**Additional policies** affecting this course, and additional resources or guidance regarding these policies, may be provided to students by the instructor.

**Academic Standards**

Academic Standards exist to promote authentic scholarship, support the institution’s goal of maintaining high standards of academic excellence, and encourage continued ethical behavior of faculty and students to cultivate an educational community which values integrity and produces graduates who carry this commitment forward into professional practice.

As members of the George Mason University community, we are committed to fostering an environment of trust, respect, and scholarly excellence. Our academic standards are the foundation of this commitment, guiding our behavior and interactions within this academic community. The practices for implementing these standards adapt to modern practices, disciplinary contexts, and technological advancements. Our standards are embodied in our courses, policies, and scholarship, and are upheld in the following principles:

* **Honesty:** Providing accurate information in all academic endeavors, including communications, assignments, and examinations.
* **Acknowledgement:** Giving proper credit for all contributions to one’s work. This involves the use of accurate citations and references for any ideas, words, or materials created by others in the style appropriate to the discipline. It also includes acknowledging shared authorship in group projects, co-authored pieces, and project reports.
* **Uniqueness of Work:** Ensuring that all submitted work is the result of one’s own effort and is original, including free from self-plagiarism. This principle extends to written assignments, code, presentations, exams, and all other forms of academic work.

Violations of these standards—including but not limited to plagiarism, fabrication, and cheating—are taken seriously and will be addressed in accordance with university policies. The process for reporting, investigating, and adjudicating violations is [outlined in the university's procedures](https://academicstandards.gmu.edu/). Consequences of violations may include academic sanctions, disciplinary actions, and other measures necessary to uphold the integrity of our academic community.

The principles outlined in these academic standards reflect our collective commitment to upholding the highest standards of honesty, acknowledgement, and uniqueness of work. By adhering to these principles, we ensure the continued excellence and integrity of George Mason University's academic community.

**Student responsibility:** Students are responsible for understanding how these general expectations regarding academic standards apply to each course, assignment, or exam they participate in; students should ask their instructor for clarification on any aspect that is not clear to them*.*

**Accommodations for Students with Disabilities**

Disability Services at George Mason University is committed to upholding the letter and spirit of the laws that ensure equal treatment of people with disabilities. Under the administration of University Life, Disability Services implements and coordinates reasonable accommodations and disability-related services that afford equal access to university programs and activities. Students can begin the registration process with Disability Services at any time during their enrollment at George Mason University. If you are seeking accommodations, please visit <https://ds.gmu.edu/> for detailed information about the Disability Services registration process. Disability Services is located in Student Union Building I (SUB I), Suite 2500. Email: [ods@gmu.edu](mailto:ods@gmu.edu). Phone: (703) 993-2474.

**Student responsibility**: Students are responsible for registering with Disability Services and communicating about their approved accommodations with their instructor *in advance* of any relevant class meeting, assignment, or exam.

**FERPA and Use of GMU Email Addresses for Course Communication**

The [Family Educational Rights and Privacy Act (FERPA)](https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html) governs the disclosure of [education records for eligible students](https://registrar.gmu.edu/ferpa/) and is an essential aspect of any course. **Students must use their GMU email account** to receive important University information, including communications related to this class. Instructors will not respond to messages sent from or send messages regarding course content to a non-GMU email address.

**Student responsibility**: Students are responsible for checking their GMU email regularly for course-related information, and/or ensuring that GMU email messages are forwarded to an account they do check.

**Title IX Resources and Required Reporting**

As a part of George Mason University’s commitment to providing a safe and non-discriminatory learning, living, and working environment for all members of the University community, the University does not discriminate on the basis of sex or gender in any of its education or employment programs and activities. Accordingly, **all non-confidential employees, including your faculty member, have a legal requirement to report to the Title IX Coordinator, all relevant details obtained directly or indirectly about any incident of Prohibited Conduct** (such as sexual harassment, sexual assault, gender-based stalking, dating/domestic violence). Upon notifying the Title IX Coordinator of possible Prohibited Conduct, the Title IX Coordinator will assess the report and determine if outreach is required. If outreach is required, the individual the report is about (the “Complainant”) will receive a communication, likely in the form of an email, offering that person the option to meet with a representative of the Title IX office.

For more information about non-confidential employees, resources, and Prohibited Conduct, please see [University Policy 1202](https://universitypolicy.gmu.edu/policies/sexual-harassment-policy/): Sexual and Gender-Based Misconduct and Other Forms of Interpersonal Violence. Questions regarding Title IX can be directed to the Title IX Coordinator via email to [TitleIX@gmu.edu](mailto:TitleIX@gmu.edu), by phone at 703-993-8730, or in person on the Fairfax campus in Aquia 373.

**Student opportunity**: If you prefer to speak to someone ***confidentially***, please contact one of Mason’s confidential employees in Student Support and Advocacy ([SSAC](https://ssac.gmu.edu/)), Counseling and Psychological Services ([CAPS](https://caps.gmu.edu/)), Student Health Services ([SHS](https://shs.gmu.edu/)), and/or the [Office of the University Ombudsperson](https://ombuds.gmu.edu/).

* *Please note****:*** 
  + *Faculty are obligated,**without exception, to submit any Academic Standards violations or suspected violations through the process defined by the* [*Academic Standards Office*](https://academicstandards.gmu.edu/)*.*
  + *In addition, you may want to include some statement such as:*
    - Some kinds of participation in online study sites violate the Academic Standards: these include accessing exam or quiz questions for this class; accessing exam, quiz, or assignment answers for this class; uploading of any of the instructor’s materials or exams; and uploading any of your own answers or finished work. Always consult your syllabus and your professor before using these sites.
    - *Statement regarding use of Generative AI tools.* *Additional information: Please see recommendations on the* [*Generative AI Support page*](https://stearnscenter.gmu.edu/knowledge-center/ai-text-generators/)*.\*
    - Any student u*se of Generative-AI tools should follow the fundamental principles of the Academic Standards.*
* Please link or include the university sanctions for Academic Sanctions Standards:

<https://academicstandards.gmu.edu/academic-standards-code/>

Word version on document library

Other policies:

* Inclement weather and campus emergencies:
  + *Information regarding weather-related changes in the University’s schedule (e.g., closing or late opening) will be provided on the GMU website and via MasonAlert.  Students can sign up for the Mason Alert system and learn about emergency procedures at* [*https://ready.gmu.edu/*](https://ready.gmu.edu/)
  + *An emergency poster exists in each classroom explaining what to do in the event of crises and that further information about emergency procedures exists on* [*https://ready.gmu.edu/be-prepared/*](https://ready.gmu.edu/be-prepared/)*.*
  + *Plans for your specific class should be listed – e.g., class will move online, check Blackboard/Canvas, etc.*
  + *Suggested language from the Stearns Center*

*If the campus closes, or if a class meeting needs to be canceled or adjusted due to weather or other concern, students should check Blackboard/Canvas [or other instruction as appropriate] for updates on how to continue learning and for information about any changes to events or assignments.*

* Laptop policy and/or electronic device policy for your class.
  + *The CCB undergraduate laptop policy can be found here:* [*https://business.gmu.edu/current-students/undergraduate-resources/policies-procedures-and-forms*](https://business.gmu.edu/current-students/undergraduate-resources/policies-procedures-and-forms)
  + *The CCB graduate laptop policy is here:* [*https://business.gmu.edu/current-students/graduate-resources/policies-procedures-and-forms/*](https://business.gmu.edu/grad-policies-and-procedures/)
  + *For classes that will use Respondus Lockdown Browser or Honorlock, the syllabus should state this. The need for a camera (and microphone), while in the laptop policy, should be noted on the syllabus as well. Information about HonorLock may be found* [*here*](https://its.gmu.edu/knowledge-base/honorlock-for-faculty/)*. The Stearns Center provides the following which may be adapted:*

This course requires 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). Watch [*this short video*](https://web.respondus.com/lockdownbrowser-student-video/) to get a basic understanding of LockDown Browser and the webcam feature. [A *Quick Start Guide for Students*](https://web.respondus.com/he/monitor/resources/) is also available.

*Optional Syllabus Items*

* Business Library Liaison Information:
  + [Kayla Gourlay](mailto:kmorrow7@gmu.edu), Business and Economics Liaison Librarian  
    Fenwick Library Fairfax Campus: <http://infoguides.gmu.edu/business>
* Religion:

Students who will miss class for religious reasons should inform the instructor of their anticipated absences during the first two weeks of the semester. Please review the University’s policy for class absences due to religious observances here: [AP.1 Registration and Attendance < George Mason University (gmu.edu)](https://catalog.gmu.edu/policies/academic/registration-attendance/#ap-1-6)

* Counseling Center: George Mason University has a counseling center that can provide assistance if you find yourself overwhelmed by life, want training in academic or life skills, or the like. More information is available at <https://caps.gmu.edu/> .
* Diversity and Inclusion

Diversity is one of the university’s core values. Please support the university’s commitment to [diversity and inclusion](https://diversity.gmu.edu/).

* Name and pronoun use: If you wish, please share your name and gender pronouns with me and indicate how best to address you in class and via email. *I use [faculty insert your specific pronouns here] for myself and you may address me as “[YOUR NAME]”, “Dr./Prof. [NAME]” or “Mr./Ms./Mx. [NAME]” in email and verbally*.
* Writing Guidelines**:**
  + All writing assignments should be formatted as follows, unless otherwise specified: double-spaced, Times New Roman, 12-point font**,** and 1-inchmargins. Use APA style to cite and reference all sources. Specific instructions for in-text citations and referencing are found in the Publication Manual of the American Psychological Association, 7th Edition or at: [APA Style (7th Edition) - Purdue OWL® - Purdue University](https://owl.purdue.edu/owl/research_and_citation/apa_style/index.html)
  + George Mason University has a writing center that can help you improve your English writing skills. More information is available at <http://writingcenter.gmu.edu/> .
* Online courses:
  + Activities and assignments in this course will regularly use web-conferencing software (Blackboard Collaborate / Zoom / Canvas). In addition to the requirements above, students are required to have a device with a functional camera and microphone. In an emergency, students can connect through a telephone call, but video connection is the expected norm.