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

**Fall 2025 – Updated 8/8/25**

*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 Canvas in a more user friendly, easily accessible way. (Please reach out to the Costello 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, 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
* 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 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://ccbit.business.gmu.edu/wp-content/uploads/2024/02/Programs-Learning-Goals-January-2024-2.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://ccbit.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 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/25-Common-GMU-Syllabus-Policies.pdf) *to include in your course materials, or*
	+ *Include the relevant text in your syllabus – see* [*here*](https://stearnscenter.gmu.edu/wp-content/uploads/25-GMU-Syllabus-Template.docx)

**REQUIRED COMMON POLICY ADDENDUM**:  *(includes Academic Standards, Accommodations for Students with Disabilities, FERPA and Use of GMU Email Addresses for Course Communication, Title IX Resources and Required Reporting)*

# **Academic Standards: Use of AI Tools**

**AI (Artificial Intelligence) Tools Policy**:*According to 2025 catalog policy, this should be “****A statement about allowable and prohibited uses of AI tools, with as much specificity as possible****.” In addition to sharing the Academic Standards Policy via the Common Policies Addendum, you should indicate your specific expectations about whether and/or how students are allowed to use Artificial Intelligence tools. Stearns Center recommends that you specify:*

* ***Your basic principles****: Will you allow no use, some use, open use, or required use of AI tools?*
* ***What (kinds of) tools you include in your policy****: Your policy may include text-focused chatbots like ChatGPT, Copilot, or Claude; it may include image- or video-generation tools like Runway or Midjourney; it may include tools like Grammarly or other editors; it may include basic text-prediction or text-completion tools. Please note that many common applications, including Grammarly and some apps in the Microsoft suite, may have an* ***AI tool turned on by default****; if you are prohibiting or limiting student use, you should talk with students about turning off or avoiding these ubiquitous offerings.*
* ***When and how AI tools may be used, and which ones,*** *if you are choosing to allow them: You might limit usage to particular assignments, to parts of assignments (an outline vs. a full presentation), or to types of work (composing vs. editing). If you are requiring students to use an AI tool, be sure to comply with* [*GMU AI guidelines*](https://www.gmu.edu/ai-guidelines/ai-guidelines)*, especially those that serve to protect students’ privacy and ensure accessibility.*
* ***How you plan to track AI usage****, if that is relevant: If you plan to use some kind of tool to help detect AI usage, you should explain what you will use (and how you will compensate for possible false reports); note that Canvas at GMU does not have an AI-detection tool available. If you expect students to acknowledge or cite their AI use, you should explain how to do this.*

*For additional guidance on developing your policy, see* [*Stearns Center’s AI Resources*](https://stearnscenter.gmu.edu/knowledge-center/ai-text-generators/) *page.*

* *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.
* Please link or include the university sanctions for Academic Sanctions Standards:

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

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 George Mason 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 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 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 Costello 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 Costello 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 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:*

*Honorlock will be used to proctor exams in this course. Honorlock is an online proctoring service that allows students to take exams online without creating an account or scheduling an appointment in advance. Students are required to have a computer, a working webcam/microphone, a valid ID (e.g., driver’s license, passport, or GMU Student ID), and a stable internet connection. Please review the Honorlock* [*Getting Started*](https://its.gmu.edu/knowledge-base/getting-started-with-honorlock/) *page to learn more about expectations, notices, and privacy statements.*

*To get started, students will need to download Google Chrome and the*[*Honorlock Chrome Extension*](https://static.honorlock.com/install/extension)*.*

*When ready to complete the exam, students will log onto Canvas, navigate to the course, and click on the exam link. Clicking “Launch Proctoring” will begin the Honorlock authentication process, where students will complete ID verification and a* [*room scan*](https://honorlock.kb.help/completing-a-room-scan-using-honorlock/)*. Honorlock has live proctors monitoring sessions and the exam sessions are recorded through an AI-based algorithm that works to detect search-engine use, so please do not attempt to search for answers. Honorlock support is available 24/7/365. If any issues come up, contact Honorlock through live chat on the*[*support page*](https://honorlock.com/support/)*or within the exam itself. Some guides you should review are*[*Honorlock MSRs*](https://honorlock.kb.help/minimum-system-requirements/)*,*[*Student FAQ*](https://honorlock.kb.help/honorlock-student-faq/)*,*[*Honorlock Knowledge Base*](https://honorlock.kb.help/)*, and*[*How to Use Honorlock*](https://honorlock.kb.help/how-to-use-honorlock-student/)*.*

*Optional Syllabus Items*

* Business Library Liaison Information:
	+ Kayla Gourlay, 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/> .
* *Inclusive Classrooms*

*As a Mason faculty member, you are asked to keep our commitment to inclusive excellence across our highly diverse student body, one of the university’s core values, in mind throughout the semester. See our tips and strategies for* [*Creating Inclusive Classrooms*](https://stearnscenter.gmu.edu/?page_id=1819&preview=true) *for more information.*

*You may wish to include a statement on your syllabus that acknowledges your commitment to this value.*

* 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 (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.