

AMGT 402/504: Professional Development

George Mason University
College of Visual and Performing Arts
Master of Arts Management Program
Fall 2017: 1 credit hour

Professor Sarah (Denhardt) Cissna, CSEP
Email: sdenhard@gmu.edu
Office hours: T/Th 2:00-4:00pm, Metropolitan 5052
Mobile Phone: 703.855.8364 (10am-7pm)
W 4:30-7:10pm, Arlington: Founders Hall 477

Course Content

Required text:

Emily Post's The Etiquette Advantage in Business: Personal Skills for Professional Success, Peter Post with Anna Post, Lizzie Post, and Daniel Post Senning, 3rd edition, 2014. ISBN 978-0-06-227046-7.

Recommended texts:

StrengthsFinder 2.0, Tom Rath, 2007. ISBN 978-1595620156.

What Color is Your Parachute? Guide to Rethinking Interviews, Richard N. Bolles, 2014. ISBN 978-1607746591.

Catalog Descriptions

402: Professional Development: Seminar course that involves the development of workplace frameworks for success.

504: Professional Development Arts Management: Combines experimental facets happening within the creative community and the development of an increasing awareness of self. Professional development is not only for the manager, but also for those who work for that manager. It is collaborative, ideally incorporating an evaluative stage. Topics addressed include professional development, consultation, coaching, communities of practice, lesson study, mentoring, reflective supervision and technical assistance.

Purpose of Course

GMU Arts Management students learn key skills in their core courses and are prepared to apply these skills in leading arts organizations around the world. But before applying the skills, they must actually land the job. After landing the job, they need to work to keep the job and grow as professionals. This course will give students the tools to seek, land, and keep the job, as well as chart a course for continued professional growth.

Course Objectives

By the conclusion of the course, students will ...

- Understand consideration, respect, and honesty tell us what to do in most social and business situations
- Understand how etiquette is defined by both manners and ethics
- Develop a comprehensive Individual Development Plan (IDP)
- Create a stellar resume
- Interview with confidence
- Cultivate their digital profile
- Understand how to cultivate and work a professional network

Evaluation Process

The semester grade for AMGT 402 is based on a 100 point scale that breaks down as follows:

Class Participation	40 points (10 points per class)
Resume	30 points
Mock Interview	30 points

The semester grade for AMGT 504 is based on a 150 point scale that breaks down as follows:

Class Participation	40 points (10 points per class)
Resume	30 points
Mock Interview	30 points
Job Search Portfolio	50 points

Attendance Policy

Since we meet only five times over the course of the semester, regular attendance is essential to successfully complete the course objectives. Participation points and presentations may not be made up outside of class.

Each student is permitted **one absence** per semester, no questions asked. Students are expected to check with fellow classmates and/or Blackboard to find out what was missed; please do not call or email me to ask what you missed in class if you were absent. Please note that although participation points are waived for this “freebie” absence, grades for any assignments or presentations due are **not**.

Each subsequent absence will result in the lowering of the final grade by one letter per absence.

Example: Student misses two classes and has an A- average at the end of the semester. As a result of the second absence, recorded final grade is a B-.

Class Participation

Students are expected to have done the reading prior to each class and contribute to class discussion. Participation points cannot be made up in the event of an absence (beyond the one freebie absence). Full participation points can be earned by arriving to class on time and not departing early, voluntarily contributing to questions directed at the whole class, and responding to individual questions.

Mock Interview

All students will participate in a Mock Interview during the final class meeting time. Mock Interview organizations and potential jobs will be selected based on students' Individual Development Plans. Grading rubric will be distributed in class on October 25.

Job Search Portfolio (504 only)

All 504 students will submit a Job Portfolio consisting of a resume and cover letter for a specific position, headshot, LinkedIn profile, and written interview question responses. Grading rubric will be distributed in class on October 25.

Grading Scale

A+	97-100
A	94-96
A-	90-93
B+	87-89
B	84-86
B-	80-83
C	70-79
F	Below 69

Additional Course Policies

Assignments and Due Dates

All homework assignments are due at the beginning of class, in hard copy format unless otherwise specified for the assignment. Failure to appear in class on the day of a scheduled presentation will result in failure of the presentation, unless I have approved the absence in advance and an alternate presentation date has been set. ***I will not accept electronic submissions or late assignments.***

Communication

Mason uses electronic mail to provide official information to students. Students are responsible for the content of university communication sent to their Mason email account and are required to activate that account and check it regularly. ***I will only use Mason email accounts for class communications.*** Please remember that email is a form of written communication that should be treated with professionalism.

Incomplete Grades

An incomplete grade (IN) is only considered if a student requests it ***in writing, in advance***. An IN counts as a failing grade until completed, and it automatically turns into an F if a grade is not turned in by the deadline in the Schedule of Classes.

Plagiarism

In accordance with the George Mason University Honor Code, ***plagiarism of any kind will not be tolerated***. Taking someone else's words or ideas and passing them off as your own without proper citation is prohibited. Please see me if you have questions about how to properly cite another's words within your own work. Plagiarism is a serious offense; students caught doing so will automatically receive a failing grade for the assignment(s). To read more about the Honor Code, please visit http://www.gmu.edu/catalog/apolicies/#honor_system_and_code.

Professional Behavior and Respect

Please be sure that all mobile phones and other communication/entertainment devices are turned OFF before class begins, and at the conclusion of any in-class breaks. Checking Facebook or surfing the internet on your laptop during class is just rude and unfair. Students text messaging or otherwise not paying attention during class will be asked to leave. * Our class time is precious; please take care of all personal business before class begins. * Be prepared for class – that is, bring pen or pencil and a notebook, as well as any readings assigned. * Please respect one another's ideas and questions by paying attention and listening. Participate fully in class discussion and exercises, and be respectful of other students' learning processes. * To maintain the quality of the classroom, no food is allowed except for instructional purposes. Water and other beverages are permitted in closed containers only. Please throw away all trash and put recycling in the hall by the elevators.

Research Sources

Please use critical sources – essays or articles appearing in peer-reviewed professional journals – in your research. Although the Internet is a useful information-locating tool, websites such as Wikipedia should be used for this purpose only, rather than primary research materials.

Students with Disabilities

If you are a student with a disability and you need academic accommodations, please see me at the start of the semester and contact the Disability Resource Center (DRC) at 703.993.2474. The specific accommodation will be arranged through the DRC.

Written Component Format

All written components should be typed, double-spaced, in a standard 10-12 point font (Times, Times New Roman, Arial, Arial Narrow, Calibri – absolutely no Courier New or Comic Sans) with 1-inch margins all around. Include, single-spaced, your name, course number, and date in the top left or right hand corner of the first page. Be sure that your pages are numbered. Indent new paragraphs rather than double-spacing an extra space between them. Use proper citations when necessary – please use MLA citation format.

Course Outline

Please note: This Course Outline is subject to modification by the instructor with advance notice.

<u>DATE</u>	<u>TOPICS COVERED</u>	<u>READING/ASSIGNMENT DUE</u>
W September 6 4:30-7:10pm	Introduction to Course + Job Search 1: Career Goals + The Resume + Cover Letter	Reading: Introduction-Chapter 4, In class: Individual Development Plan questions
W September 27 4:30-6:30pm	Job Search 2: Review Resumes Connecting Online + In Person	Reading: Chapters 11, 25-27 Assignment: Resume draft
W October 25 4:30-7:10pm	Getting the Job: The Interview	Reading: Chapter 5, 22 Assignment: Resume Final
W November 29 4:30-7:10pm	Rocking the Job: Inter-generational communication, appropriate work behavior, looking ahead	Reading: Chapters 7, 10, 12, 16-19, 23-24 Assignment: Interview Questions/Answers
W December 13 4:30-7:10pm	402/504: Mock Interviews	504: Job Search Portfolio