**PROV501 Academic Development-Plan of Study Dr. Amy Lewis**

**1. Introduce your discipline and graduate program**

Management is an administration in many fields including a public service organization, an enterprise, a not-for-profit organization, or the government. My undergraduate degree is Accounting. There exist a reason why I change my major in the graduate program. I took an internship at a Business Bank in the summer break. I have an experience of being a customer manage assistant. During this period, I help clients deal with some basic cash business and make a connection between customer manager and customer. Also, I am familiar with the operation of online banking and mobile banking and structure and activity of the bank. According to the learning from my manager, I though that I still need to accept further education in business management because many professional knowledge and regulations in this field that are different from what I mastered before. The Management graduate program attracts me a lot at George Mason University. In this academic discipline, we can learn how to motivate human capital, encourage teamwork, identify competitive advantages, build and change organizations, negotiate effectively, succeed in the diverse and multicultural work environment, and manage people and organizations. It can provide us a strong foundation to work for business careers in both the public and private sectors. We can study the management courses to a specific management position, such as human resource management, financial management, management consulting, and enterprise manager.

**2. Set your academic goals**

My first academic goal is to get good grades in all my courses at the end of this semester. Maybe it sounds a crazy target for me, but I would try my best to accomplish this goal. At the beginning of the semester, I would make a detailed study plan and schedule for each subject. Whenever I get a homework, I would follow the instruction and rubric exactly given by the teacher. What's more, I will do my own research on a material, works, and literature. There will be no plagiarism or cheating behavior. My second academic goal of this term is developing my oral English skill. During a semester, all of our course and we have many chances to express ourselves. A classroom is a great place to practice your own English speaking. I'm going to take participation in the class discussion and bravely express my opinion and thoughts. My third academic goal is strengthening my writing ability. Not only in EAP class, but also in PROV class there are a lot of assignments, papers, and essay for us to do with our personal, especially EAP courses. I will digest the skills and methods taught by a teacher in class, and then summarize my own method and experience. Moreover, there are many good resources on the Internet includes the youtube. I would try my best to do more practice in academic writing.

**3. Provided an annotated disciplinary list**

1) Dilger, Robert Jay. (2016). *Small Business Management and Technical Assistance Training Programs*. This book mainly tells that the small business management and technical assistance training program has a long historical development. Also, The book summarize their recent structure, activity operation, spend; and enter their manager layer, overview, and methods used to decide their efficiency. What’s more, the WBC and the SBDC balance their budget to maintain the clients service levels.

### 2) Denise Linda Parris, [Jennifer L. Dapko](http://www.emeraldinsight.com.mutex.gmu.edu/author/Dapko,+Jennifer+L), Arnold, Richard Wade (2016). *Exploring transparency: a new framework for responsible business management*. This book mainly introduces the purpose is that strictly reviewing the latest work without any cheating or plagiarism. Also, it offers a comprehensive definition of transparency in enterprise, and show a new structure for contribute the introduction of transparent as an essential and effective strategy for organizational responsible business management.

### 3) Irigoyen, Jesus Maria European Commission, Directorate-General for Enterprise. (2002). *Business management factors and performance across countries*. This paper chiefly presents an analysis of business management performance across counties based in a standard application of variable data analysis techniques to some indexes of business management from IMD. What’s more, this paper assume that the business management skills have played a significant role for the development of every enterprise and the country’s economics. It is also a n important key for the enterprise to formulate the policy and plan.

### 4) Ennie Van Greuning. (2009). *International Financial Reporting Standards (Fifth Edition) A Practical Guide*. This book is a business discipline which has an important effect on the business operation and decision of a whole enterprise. In addition, it is also a practical guide offers private or public section managers, executives, financial controlling and product manager without a detail background with the accounting tools that they need to engage in.

5) Library of Congress, Government Division. (2013). *Federal Financial Reporting : An Overview*. The book provides an overview of Federal financial reporting, which is deemed to revise the process of enterprise financial situation and performance information. Moreover, it also discusses the strong foundations of modern financial reporting, does a research on current strategy framework, and presents statistic and information on selected Federal financial reports.

6) Leape, Jonathan Coyle, Diane. (2012). *Good economists need more than economics: the multidisciplinary LSE100 course*. This book mainly shows that the reflection on economics and business with the financial crisis in 2008, which emphasizes the ignored cases about how economics is taught. One of the corner is that the knowledge of economists has been to limited and too restrict. We tend to teach economics on a strong foundation and set a executive target.

7) Karl. SchmeddersKenneth L Judd. (2014). *Handbook of computational economics. Volume three*. This handbook works for computational economics in order to make a summary of current advance in economics view, which reveals some potential provided by fashion computational methods. In addition, with the development of computational power increasing in hardware and software, many economists is covering the gap between economic practice and the frontiers of computational mathematics.

**4. Design a course plan**

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| **SPRING 2018** | **FALL 2018** |
| INYO 502-P02 | BMGT 603 Economics for Successful Firm management |
| EAP 507-P08 | BMGT 653 Fundamentals of Behavior in Organizations |
| BMGT 613-P01 | BGMT 662 Management of IT |
| INYO 096-P01 |  |
| **Note:** |  |
| **SPRING 2019** | **SUMMER 2019** |
| BMGT 643 Financial Management in a Global Environment | BMGT 638 Operations Management |
| BMGT 612 Performance Evaluation through Cost Management | BGMT 623 Marketing and Firm Performance |
| BGMT 692 Internship | BGMT 678 Business Strategy and Firm Leadership |
| **Note:** | **Note:** |

Website：http://business.gmu.edu/masters-in-management/curriculum/

**5. Share an academic reflection**

1) At this semester, I entered the pathway program which is totally different from the AE program. We begin to take the major curriculum and courses. According to the experience of EAP course, I engaged in kinds of study activities in academic study, including academic writing, group discussion, and personal presentation. I was familiar with the academic discipline and study conventions which can help me to avoid some common mistakes in academic life. In addition, my English skill and language ability has developed a lot and it can provide a strong foundation for me to prepare my graduate program. Under these situations, I believe that I will absolutely ready to enter the graduate program.

2) According to the experience of this semester, I believe that I think graduate programs require more professional research and learn to find and utilize academic resources. After the first semester of pathway learning, I think this ability is important for future graduate study and completion. First of all, you need clearly know about your professional direction and subject area. We should learn to find academic books, periodicals, magazines that related to our major on the school's library website. We should also pay attention to the workshops and activities held by some associations or organizations in the school and try to find and participate in the study for their own professional learning. We can get some social practice outside the classroom for our academic life.

3) At this semester, we have many chances to do the presentation in front of the whole class. It is a hard challenge for me at the first. Because I am easily nervous when I face many people, I can not express myself in an appropriate way. But as the number of exercises increased, I gradually became relaxed and am able to accurately express my themes and contents. And the teacher taught us a lot of presentation skills in class. This experience allows me to prepare for future graduate study in the future study. I will put more energy in PPT presentation, and my own experience and language skills combine. I believe it can be accurate display and express my project content. This is one of the areas that I most want to improve and perfect in the future.